



PUEBLO OF ISLETA  
HUMAN RESOURCES DEPARTMENT  
P.O. BOX 1270, ISLETA, NM 87022  
PHONE: (505) 869-7584 FAX: (505) 869-7579  
EMAIL: [poiemployment@isletapueblo.com](mailto:poiemployment@isletapueblo.com)  
**VACANCY ANNOUNCEMENT**

**POSTING NO: 140-16**

**OPENING DATE: 11/18/2016**

**CLOSING DATE: 12/05/2016**

**POSTED: WITHIN ONLY**

**POSITION:** Administrative Assistant I

**PAY GRADE:** NE6 (\$12.70/hr. - \$14.92/hr.)

**FLSA STATUS:** Non-Exempt

**DEPARTMENT:** Tribal Administration

**REPORTS TO:** Executive Assistant

This position is located at the Pueblo of Isleta Tribal Administration. The position contributes to the efficient daily operation of the Tribal Administration and Tribal Services departments by performing a variety of secretarial and administrative duties. Maintains professionalism in all interactions with internal and external customers.

Minimum Qualifications/Requirements:

- High School Diploma or GED
- One (1) Year Clerical/Administrative Support work

Knowledge, Skill and Ability Requirements: ***Describe how you obtained these Knowledge's, Skills and Abilities:***

- Knowledge of business English, proper spelling, grammar, punctuation and basic arithmetic
- Knowledge of office functions, procedures and policies
- Skill in operating various software programs, word processing, spreadsheets and database software programs
- Skill in treating internal and external customers with tact, courtesy, and respect
- Ability to maintain confidentiality
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds
- Ability to carry out instructions furnished in verbal or writing format
- Ability to communicate efficiently and effectively both verbally and in writing
- Ability handle multiple tasks and meet deadlines

Other Requirements:

Individual selected is subject to the following:

- Valid New Mexico driver's license with the ability to meet POI liability insurance requirements
- Must maintain confidentiality of all privilege information
- Satisfactorily pass a background investigation, with NO prior convictions of any felonies
- Must comply with the Pueblo of Isleta Drug Free Workplace policies

**PREFERENCE:** Tribal preference and Native American Indian preference applies to all Pueblo of Isleta positions.