



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

POSTING NO: 096-24

OPENING DATE: 07/26/2024

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Administrative Assistant I
PAY GRADE: NE4 (\$18.78/hr.-\$25.35/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Assisted Living
REPORTS TO: Assisted Living Administrator
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Contributes to the efficient daily operation of the POI Assisted Living Facility by performing a variety of secretarial and administrative duties. Maintains professionalism in all interactions with internal and external customers. Serves as the primary contact for services and office management.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Provides information and assistance by; receiving, screening and responding to incoming calls on complex and/or sensitive issues while maintaining and ensuring confidentiality of information.
- Provides information to begin the resident application process for services.
- Ensures that all incoming service providers are signed in and fills out resident service record.
- Ensures that emergency documentation is readily available for resident emergency transport.
- Ensures clear and effective communications with residents, family representatives, and all affiliates to promote credible services.

- Maintains and reports accurate documentation of all incoming calls for the purpose of service tracking, and provides sign-in sheets for various purposes such as visitors, training and meetings.
- Prepares correspondence, reports, minutes, agendas, memos, forms, directories, resolutions, ordinances, and other documents and communications from drafts, recordings, or verbal instruction as requested.
- Edits and reviews all correspondence and documents for correct grammar, punctuation, and spelling.
- Assists in the maintenance of timesheets for processing client claims by adhering to Medicaid regulations and maintaining related documents and records.
- Assists with electronic tracking and reconciliation of claims with incoming revenue.
- Receives, sorts, logs, and routes mail.
- Works with other staff members on the scheduling of events and activities.
- Establishes and maintains an effective filing system for all pertinent records.
- Maintains and operates office machines, equipment, and computers; performs or coordinates general troubleshooting; and requests maintenance and repair as needed.
- Photocopies, collates, distributes, and files documents.
- Transmits outgoing faxes, and retrieves, logs, and distributes incoming faxes.
- Maintains inventory of office supplies.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.
- One year related experience.
- Ability to speak Tiwa is preferred.
- Must be able to pass a TB screening.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of office functions, procedures, and policies.
- Skill in operating various word-processing, spreadsheets, presentation and database software programs in a Windows environment.
- Skill in treating internal and external customers with tact, courtesy, and respect.
- Organization skills.
- Ability to serve as role model and promote a positive work environment.
- Ability to understand and compute basic algebraic equations.
- 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 written format.

- Ability to create effective presentations.
- Ability to speak clearly, communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to exercise independent judgment.
- Ability to work independently with minimal supervision and as part of a team.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT

- Work is performed in a typical interior/office environment.
- Noise level is usually minimal.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.