



MESCALERO APACHE TRIBE

JOB ANNOUNCEMENT

Job Summary

Performs and/or oversees a variety of associated administrative support and research activities, some of which require advanced or specialized knowledge and skills, such as specialized recordkeeping and database management, and/or specified information-gathering projects and tasks. Performs administrative functions for the office.

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.

Duties and Responsibilities

- Provides administrative/secretarial support for the department such as answering telephones, assisting visitors, and resolving and/or referring a range of administrative problems and inquiries.
 - Greets internal and external customers and visitors; determines nature of business and announces to appropriate personnel maintaining professional and courteous demeanor.
 - Provides information on department, policies, procedures and/or processes.
 - Prepares correspondence, reports, forms, directories, and other documents and communications from drafts, recordings, or verbal instruction as requested.
 - Establishes, maintains, and updates files, databases, records, and/or other documents; develops and maintains data, and performs routine analyses and calculations in the processing of data for recurring internal reports.
 - Review, log, prioritize, and route correspondence.
 - Enters information into database.
 - May issue permits or other documents to customers.
 - Maintains and operates office machines, equipment, and computers. Performs or coordinates general maintenance and repair.
 - Maintain a variety of files and records of information.
 - Gather, organize, and prepare information for routine reports.
 - Researches information, compiles statistics, and gathers and computes various data; prepares special and/or one-time reports, summaries, or replies to inquiries, selecting relevant data from a variety of sources.
 - Gathers and disseminates relevant information to employees and community members.
 - Perform other duties as assigned.

Minimum Qualifications

- High School Diploma or GED.
 - Associate's Degree preferred.
 - Must be 21 years of age.

- Three years administrative support experience preferred.
- Computer and database skills required.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.
- Must successfully pass an office computer skills test and Criminal Justice Information Services (CJIS) Security Awareness training.
- Must possess, or be able to attain, a Class III Gaming License that is current and in good standing.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of computerized information systems.
- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to represent organization in a professional manner, building respect and confidence in the community.
- Ability to gather data, compile information, and prepare reports.
- Ability to create, compose, and edit written materials.
- Ability to maintain calendars and schedule appointments.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.

Physical Demands

While performing the duties of this job, the employee regularly is required to sit; use hands and fingers to handle, or feel; and talk and hear. The employee occasionally is required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

Work is generally performed in an office setting with a moderate noise level.