

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2016-95A**

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION: Administrative Assistant II – Behavioral Health
OPENING DATE: December 12, 2016
CLOSING DATE: Open Until Filled
DEPARTMENT: Community Health and Wellness/Behavioral Health Program
SALARY RANGE: NE-9; \$27,373 - \$41,059

Position Summary:

Under direct supervision of the Behavioral Health Program Manager, performs a variety of secretarial and administrative duties for Behavioral Health and Social Services staff. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Screens incoming telephone calls, routes to program staff as required; may respond independently based on nature of call.
- Welcomes visitors, determines nature of business, and provides navigation services for clients and the public.
- Logs and routes mail and faxes as appropriate.
- Maintains database of referrals and client services.
- Assists in preparing annual budget and budget modifications; analyzes the cost of office operations; prepares and processes budget reports, project invoices, and pay requests; maintains department and contract budgets
- Maintain cuff accounts; completes, collects, and manages internal data needed to complete required financial reports.
- Prepares correspondence, reports, and other documents and communications from drafts, recordings, or verbal instruction.
- Edits and reviews correspondence and documents for correct grammar, punctuation, formatting, spelling, and consistency with SOP's.
- Maintains inventory of office supplies and equipment; arranges for equipment maintenance and repair.
- Develops, implements, and manages general administrative office support systems including records and file management; ensures protection of confidential files and information.
- Coordinates overall program event calendar, schedules, and appointments through master scheduling computer based program.
- Coordinates and arranges meetings, conferences, programs, and other events.
- Arranges travel, prepares and submits required documents, and disseminates information.
- Attends meetings and takes minutes.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

Associates Degree in Business Administration or directly related field required. Five years of administrative work experience, including two years of advanced computer experience, required. A combination of relevant education and directly related experience may be considered. Fluency in the Laguna language preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Administrative Assistant II – Behavioral Health is designated as a Moderate Public Trust (MRT) position.

All tribes receiving Federal funding and/or authority must ensure that certain employees successfully complete a thorough background investigation no less stringent than required of a Federal employee performing the same duties. The following are applicable laws that are considered when conducting background investigations.

Job Announcement No. 2016-95 Administrative Assistant II – Behavioral Health

- PL 101-630: Indian Child Protection and Family Violence Prevention Act
- 25 CFR Part 63: Indian Child Protection and Family Violence Prevention

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other:	

Knowledge, Abilities, and Skills:

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of proper spelling, grammar, punctuation, and math skills sufficient to carry out essential duties.
- Knowledge of and skill in application of professional telephone etiquette and customer service.
- Knowledge of records management and basic accounting procedures.
- Ability to communicate effectively both verbally and in writing.
- Ability to interact and maintain professional relationships with the public, co-workers, and individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality; demonstrate moral character, self-responsibility and accountability.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to handle multiple tasks, meet deadlines; make solid decisions and exercise independent judgment.
- Ability to follow oral and written instruction.
- Skill and ability to develop comprehensive narrative and financial reports.
- Skill in use of Word, Excel, Outlook, and software specific to programs.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to POEmployment@lagunapueblo-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Karen Chino, at (505) 552-5778 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES