



# Rio Arriba County

## *JOB DESCRIPTION VACANCY*

### **ADMINISTRATIVE ASSISTANT II**

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<b>DEPARTMENT:</b>	PUBLIC WORKS
<b>PRIMARY LOCATION:</b>	ESPANOLA
<b>SALARY CLASSIFICATION:</b>	C-11 PER SCHEDULE
<b>SALARY:</b>	\$21.56 TO \$26.75 HOURLY / \$44,840 TO \$55,640
<b>POSITION STATUS:</b>	FULL TIME
<b>FLSA CLASSIFICATION:</b>	NON-EXEMPT
<b>CLOSING DATE:</b>	<b>OPEN UNTIL FILLED</b>
<b>POSTING DATE:</b>	31 OCTOBER 2023

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*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by employees in this classification; only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. This is not an all-inclusive list of all responsibilities, duties and skills required of personnel in this classification. Duties, responsibilities and activities may change at any time with or without notice.*

#### **Primary Summary:**

Under general supervision of the Director or designee, the Administrative Assistant II assists the Public Works administrative activities and coordinates various administrative processes and projects. This position provides the full-range of administrative support activities for a department and generally has responsibility for several established and ongoing complex and/or difficult processes unique to the department in addition to general administrative support for the department. Employee will assume the duties to perform essential duties and responsibilities.

#### **Duties and Responsibilities:**

- Establish and maintain all office systems including files, accounts payable, accounts receivable, data bases, statistics, purchase requisitions, Purchase order bid quotations, and budget checks
- Composes correspondence for approval and signature
- Assists the general public and/or county employees in person, by telephone and/or email answering inquiries related to department services, programs, and records; receives complaints and attempts to resolve them; explains rules, policies, and procedures; researches questions, when appropriate, to provide accurate information; resolves issues and/or directs customers to the appropriate department for resolution
- Acts as staff assistant to personnel or management employees by screening incoming correspondence, calls, and visitors; takes messages or refers caller to the appropriate person; maintains schedule of activities and location of staff members as required; assists with travel arrangements, provides itineraries, and handles travel and per diem claims



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- Assists Grant and Contracts with the preparation, administration and drawdown of Capital Outlay Appropriations and Coop's and state agreements
  - Performs a variety of other clerical duties including data entry, copying and assembling materials, collecting and distributing mail, answering phones, faxing documents, GSI Mapping and other related tasks
  - May oversee the administration of office equipment, maintenance, and supply orders; may schedule maintenance work on county vehicles working with the County's vehicle maintenance department and/or outside vendors
  - Performs key access approval with Management for access for staff, contractors, and other leases in Buildings
  - Supervises volunteers, interns as required
  - Other duties as assigned

#### **Minimum Qualifications:**

- High School Diploma or GED required
- Minimum of five (5) years progressively responsible administrative/responsibilities; or related experience
- Shall maintain a valid New Mexico driver's license

#### **Recommended Qualifications:**

- High School diploma or equivalency and one (1) year of experience in an office environment
- Microsoft Office Suite or related software and GIS Mapping
- Successful completion of thorough background investigation
- Must not have been convicted of a felony
- Shall be able to maintain a valid New Mexico driver's license
- Employee will complete a pre-employment drug test
- Employee must comply with the safety guidelines of the county

#### **Preferred Qualifications:**

- Knowledge of office practices, procedures, equipment, technology and management practices
- Ability to communicate effectively, both orally and in writing and with public in respectful manner
- Ability to act independently and in a conscientious manner using sound judgement
- Ability to handle multiple tasks and meet deadlines

#### **Knowledge, Skills and Abilities:**

- Intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Word, Outlook, and the ability to operate other standard office equipment including telephones, copiers, calculators, etc., is required
- Ability to read, analyze, and interpret general business periodicals, professional



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journals, technical procedures, or governmental regulations, write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, employees, customers, and the general public

- Must be able to type a minimum of 55 wpm
- Broad knowledge of County Departmental operations and responsibilities
- Knowledge of methods used to tactfully deal with the public
- Knowledge of the English/Spanish language, grammar, spelling and punctuation
- Ability to perform difficult clerical and basic managerial tasks
- Ability to read, write, communicate orally, listen, follow, and give verbal and/or written directions in English/Spanish
- Must be a self-motivated and goal oriented individual;
- Ability to communicate in written or oral form with personnel involved
- Ability to make decisions using sound judgment and reasoning ability
- Ability to multi-task and adjust priorities rapidly; work under stressful conditions, situations, and personalities

#### **Physical Demands:**

While performing the duties of this job the employee routinely sits, stands, walks, stoops, carries; and may be exposed to various hazards such as infectious diseases, chemicals and fumes, heights, power equipment and icy surfaces. Employee is required to climb railings on equipment. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to (50) fifty pounds. If the item is, above (50) fifty pounds in weight then two or more County staff members will team up to lift the object.

#### **Work Environment/Conditions:**

- Job duties are performed indoors
- Work is performed in a temperature controlled environment indoors. Indoor duties are performed on an even surface, which may be carpeted, or tile
- Work hazards, or potential work hazards, include the climbing and descending of staircases
- Duties require only limited supervision and employee is required to exercise some initiative in completing assignments
- Employee may be exposed to lifting, walking, climbing, carrying, stooping and various hazards such as heights, icy surfaces, dust, etc.
- Employee is subject to hazards of operating a motor vehicle
- Employee may be required to travel within the county
- Employee may be required to take some job related courses
- Employee must regularly lift and/or move up to thirty (30) pounds and occasionally lift and/or move up to forty (40) pounds



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**County position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:**

- Demonstrate regular and reliable attendance
- Work well with others and participate fully in a team-oriented environment
- Interface with other employees and customers in a courteous and respectful manner
- Project positive support of their department and all county organizations at all times
- Maintain and enhance the county's commitment to customer service excellence

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Working Conditions for individual positions in this classification will vary based on each departments' utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Conditions of Employment:**

Successful completion of thorough background investigation. Must pass a pre-employment drug screening and MVD check. Employees must comply with the safety guidelines of the county and follow the HIPPA Guidelines Manual - Policies and Procedures. Must possess and maintain a current driving course certificate from Rio Arriba County or must pass and receive a defensive driving course certificate within (30) days of the date of hire as a condition of continued employment.

**Please send an e-mail with your Letter of Interest,  
Resume and Job Application to:**

**[JobApplications@rio-arriba.org](mailto:JobApplications@rio-arriba.org)**

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*P.O. Box 127 \* Tierra Amarilla, New Mexico 87575 \* Phone (575) 588-7254 \* Fax (575) 588-7810*

*Espanola Annex \* 1122 Industrial Park Road \* Espanola, New Mexico 87532 \* Phone (505) 753-2992 \* Fax (505) 753-9397*

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