



Rio Arriba County

JOB DESCRIPTION VACANCY

ADMINISTRATIVE ASSISTANT III

DEPARTMENT:	HUMAN RESOURCES
PRIMARY LOCATION:	ESPANOLA
SALARY CLASSIFICATION:	C-13 PER SCHEDULE
SALARY:	\$23.49 TO \$29.14 / \$48,859 TO \$60,611
POSITION STATUS:	FULL TIME
FLSA CLASSIFICATION:	NON-EXEMPT
CLOSING DATE:	OPEN UNTIL FILLED
POSTING DATE:	March 26, 2026

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 primary 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 the supervision of the Human Resources Manager or designee, the employee will receive cross-training in key human resources functions, including recruitment, onboarding, employee relations, and payroll processing. The candidate will assist in coordinating HR activities, preparing HR documents, maintaining employee records, and supporting the HR team with various day-to-day operations. Assist employees with understanding and managing their benefits package and other related benefits. The employee serves as a liaison between employees and the insurance providers, ensuring accurate benefits administration and compliance with applicable laws and regulations. This employee may also be assigned responsibility in the areas of employee orientation, records and compliance issues, compensation, classification, and/or training. This role ensures smooth operations, assists in maintaining accurate records, and ensures the department complies with county policies, state laws, and federal regulations.

The general level and nature of this position are described in the headings below. 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.

Duties and Responsibilities:

- Provide general administrative support to the HR Office, including answering phones, responding to emails, and managing correspondence;
- Assist in answering recruitment questions, reviewing personnel files, and employment verification requests;



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- Assist in the payroll processes as required in the hiring process;
- Support posting new vacancy notices to the County website, newspapers, and other advertisements; remove positions as they are filled;
- Assist in processing data entry into Visions;
- Create employee ID badges;
- Assist Laserfiche scanning, creating, and maintaining I-9 forms, and employee personnel files by keeping up with document retention schedules;
- Prepare and proofread documents and reports related to HR functions;
- Assist employees with benefits enrollment during enrollment periods;
- Process employee benefit enrollment forms, ensuring accuracy;
- Serve as the primary point of contact for employees with benefits-related questions;
- Support employees on coverage eligibility details of their benefit plans, including medical, dental, vision, and other voluntary benefits;
- Troubleshoot benefits-related issues and act as a liaison between employees and insurance providers to resolve any discrepancies or problems;
- Assist employees with retirement process, disability claims, and social security benefit process, etc.;
- Review benefits for completeness and accuracy, ensuring they align with employee coverage and eligibility;
- Ensure that all benefits programs comply with federal, state, and local regulations, including the ACA, ERISA, HIPAA, and COBRA;
- Maintain accurate employee benefits records and update systems with necessary changes, such as marriage, birth of a child, etc.;
- Prepare reports related to benefits to ensure timely submission of required documentation;
- Conduct one-on-one or group sessions/presentations to educate employees on benefits and any changes to insurance plans;
- Responsible for knowing and abiding by all department and County policies and procedures;
- Maintain strict confidentiality of all employee-related information and records.
- Contributes to a team effort;
- Must travel to the Tierra Amarilla office twice a week.
- Performs other duties as assigned or required by the HR Manager or Designee.



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Minimum Qualifications:

- High School diploma or Equivalency;
- 1-3 years of experience in office administration and/or human resources;
- Basic knowledge of insurance benefits;
- Proficient with Microsoft Office Suite and other related software;
- Public speaking experience;
- Shall maintain a valid New Mexico driver's license.

Recommended Qualifications:

- Experience in government or public sector;
- Associate's Degree in Human Resources or Business Administration or a related field preferred, and four (4) years of experience as a Human Resource Generalist; compensation and benefits administration, training, and labor relations.

Preferred Qualifications:

- Experience with insurance benefit plans and claims processing;
- Notary Public certification
- SHRM-CP Certification or Paralegals/Legal Assistant experience; can substitute for education and experience. Experience time will be considered individually.

Knowledge, Skills, and Abilities:

- Strong knowledge of employee benefits, including health insurance, retirement plans, and voluntary benefits;
- Proficiency in HR software and systems;
- Excellent written and verbal communication and interpersonal skills with the ability to explain complex benefits concepts clearly;
- Strong attention to detail, problem-solving abilities, and organizational skills.
- Ability to maintain confidentiality and handle sensitive information;
- Principles, practices, and procedures of human resource management;
- Principles of payroll and benefits administration;
- Business letter writing and report preparation;
- English usage, spelling, grammar, and punctuation.
- Record-keeping methods and procedures;
- Working knowledge of pertinent Federal, State, and local laws, codes, and



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regulations;

- Ability to thoroughly understand the County's functions, policies, and procedures;
- Public relations and customer service;
- Operate a variety of office equipment, including personal computer, Microsoft Word, Excel, PowerPoint, Outlook, and related software programs, printer, calculator, scanner, fax, and copier;
- Ability to act with integrity and professionalism;
- Listen to and provide appropriate advice to County personnel;
- Demonstrate time management skills;
- Ability to maintain strong attendance and to accomplish goals;
- Maintain concentration on details for long periods;
- Ability to multitask effectively in a fast-paced environment and meet deadlines;
- Establish cooperative working relationships with County personnel, elected officials, and the public;
- Ability to work in high-pressure, progressive, and high-energy departments to meet multiple and continuous project and task deadlines;
- Ability to act independently and conscientiously using sound judgment.

Physical Demands:

While performing the duties of this job, the employee routinely sits, stands, walks, talks, and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to forty (40) pounds. If an item is above forty (40) pounds, lifting shall be done by two or more County staff members.

Work Environment/Conditions:

Work is performed in a professional office environment with a moderate noise level, occasionally working under stressful conditions and for extended periods. Work is performed throughout Rio Arriba County, with primary functions split between the Tierra Amarilla and Espanola Annex offices. This position is routinely exposed to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Frequent interaction with county employees and department staff. Occasional overtime may be required during peak periods (e.g., open enrollment, fiscal year rollover). Evening, holiday, and weekend work outside of normal



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business hours may be required as well as travel and attendance at meetings and trainings.

The 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 department's 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 a 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 HIPAA Guidelines Manual - Policies and Procedures. Must possess a valid NM driver's license. Must complete and pass a defensive driving course certificate within (30) days of the date of hire as a condition of continued employment.

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

JobApplications@rio-arriba.org

*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*
