



Rio Arriba County

JOB DESCRIPTION VACANCY **ADMINISTRATIVE ASSISTANT I**

DEPARTMENT:	HEALTH & HUMAN SERVICES
PRIMARY LOCATION:	ESPANOLA, NM
SALARY CLASSIFICATION:	[C-09 PER-SCHEDULE]
SALARY:	\$21.39 TO \$27.04 HOURLY / \$44,491 TO \$56,243 ANNUAL
POSITION STATUS:	FULL TIME
FLSA CLASSIFICATION:	NON-EXEMPT
CLOSING DATE:	OPEN UNTIL FILLED
POSTING DATE:	11 APRIL 2025

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 Health and Human Services Director or designee, provides clerical, administrative support, and performs workflow procedures in the office as assigned in the essential duties and responsibilities. This employee performs Health and Human Services administrative functions at a professional level and may carry out responsibilities in some or all of the following functional areas: procurement, general office management, reception, and record keeping.

Duties and Responsibilities:

- Provides administrative and clerical support and contribute to the departments team efforts
- Maintains employee time and works with time documents in accordance with County policy
- Assists Director, or designee, at various meetings, functions or seminars and takes minutes at functions as directed
- Responsibilities include a wide variety of paperwork: incoming and outgoing correspondence, letters, agendas and reports pertaining to County matters, miscellaneous files and records
- Excellent organizational skills and attention to detail
- Basic understanding of clerical procedures and systems such as recordkeeping and filing
- Good customer service skills
- Arranges appointments and other duties as assigned



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Minimum Qualifications:

- High School diploma or equivalency and one (1) year of experience in an office environment. Management or administration experience in like field may be used as a substitution
- Proficient with Microsoft Office Suite or related software
- Successful completion of a thorough background investigation
- Must not have been convicted of a felony
- Shall be able to maintain a valid New Mexico driver's license with a class Endorsement or obtain one within one (1) month of hire
- Employee will complete a pre-employment drug test
- Employee must comply with the safety guidelines of the county
- Maintains confidentiality of all privileged information

Recommended Qualifications:

- Associate degree in office administration or a related field preferred
- High degree of attention to detail
- Comfortable with routinely shifting demands and multitasking
- Ability to schedule appointments, meetings, and reservations as needed
- Ability to receive invoices and review them for accuracy
- Work collaboratively with other departments to help solve clerical issues

Knowledge, Skills and Abilities:

- Knowledge of office practices, procedures, equipment, technology, and management practices
- Ability to act independently and conscientiously using sound judgment
- Ability to handle multiple tasks and meet deadlines
- Demonstrated knowledge of modern office practices, procedures, equipment, and technology
- Knowledgeable in the preparation of records, reports, correspondence, and written directives
- Ability to perform difficult clerical and basic management tasks
- Ability to communicate effectively, both orally, in writing, and respectfully with the public
- Ability to schedule appointments, meetings, and reservations as needed
- Ability to receive invoices and review for accuracy
- Coordinate staff travel arrangements including transportation and accommodations
- Work collaboratively with other departments to help solve clerical issues

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 fifty (50) pounds. If an item is above



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fifty (50) pounds in weight then two or more County staff members will team up to lift the object.

Work Environment/Conditions:

Work is performed in a professional office environment with a moderate noise level, and occasionally working under stressful conditions, possibly and for extended periods of time. This position is routinely exposed to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Evening, holiday, and weekend work outside of normal business hours "may" be required as well as travel and attendance at meetings.

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

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 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



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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*
