



INTERNAL/EXTERNAL JOB VACANCY ANNOUNCEMENT

LOCATION : Tohatchi Housing Management Office – Tohatchi, New Mexico
SALARY : \$16.8326 per hour
CLOSING DATE : Friday, May 24, 2023 at 5:00 PM

Class Summary:

This class is the third or four levels in the Administrative Support series. Incumbents perform the duties of the previous levels as well as more complex and non-routine administrative functions requiring a diverse knowledge of applicable laws, regulations, local customs, and departmental policies and procedures. Responsibilities may include preparing reports requiring the analysis or interpretation of data; preparing and proofing original documents and correspondence; conducting training sessions; assisting with the development of proposals; performing basic accounting functions for assigned area; coordinating event logistics; preparing materials for Board meetings and taking minutes; and coordinating on-going operational processes. Incumbents may provide direction to less experience staff. Safety is a critical factor with NHA and all employees will adhere to Safety Policies and ensure Safety is how we perform our duties.

Responsibilities:

- Performs a variety of administrative activities, which may include: making travel arrangements; scheduling and coordinating meetings; preparing materials for Board meetings; transcribing meeting minutes; performing basic accounting transactions and functions; and managing supervisor's and/or departmental calendar.
- Initiates, develops, processes, prepares and records paperwork, databases, spreadsheets, applications, forms, reports, and/or confidential information related to assigned area of responsibility, ensuring completeness and accuracy of information; maintains related records.
- Collects, compiles, analyzes, and reviews information and/or data as directed.
- Coordinates department events including training sessions.
- Prepares, reviews, and/or processes a variety of correspondence, reports, information, paperwork, invoices, forms, and/or other related information in assigned area of responsibility; may maintain records and databases.
- May assist with budget preparation and maintenance; may approve expenses and/or prepare cost estimates to assist with preparing budget recommendations.
- May prioritize and assign work to lower level staff; monitor the performance of lower level staff and train staff on work methods and procedures.
- Performs other duties of a similar nature or level.

Required Skills:

- Utilizing modern office equipment;
- Providing customer service;
- Proofreading and editing documents;
- Preparing reports and forms
- Typing correspondence, memos, and/or other related information;
- Assembling and organizing data and information;
- Performing basic accounting functions;
- Facilitating training sessions;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction

Required Experience:

- Valid Driver's License
- Associate's degree or two-year technical certificate or an Equivalency;
- Five years of administrative support experience.

Applicants must submit a completed NHA application. including an updated resume and unofficial transcripts or degree(s). Email completed application packet to nhahr@hooghan.org or hand delivered to our NHA HR Office in Fort Defiance, AZ by the closing date to be considered for the position. All applicants are subject to background investigation and must have a valid driver's license. Failure to submit required documents shall be considered incomplete. If you have any questions, please contact NHA Human Resources at (928) 729-6623.

05/13/2024