

Eastern New Mexico University Ruidoso Branch Community College

POSITION: Administrative Assistant

LOCATION(s): New Mexico Workforce Connection – Carlsbad and Artesia

BASE SALARY: Grade 5, Non-exempt

DATE AVAILABLE: November 16, 2009

Basic Function and Responsibility:

The Administrative Assistant is responsible for administrative support to the Career Development Specialist Supervisor and the Director of Workforce Development. This will include, but not limited to, data entry, preparation of monthly reports and overall support of the requirements of the contract with the Eastern Area Workforce Development Board.

Supervision Received:

Supervision is received from the Career Development Specialist Supervisor.

Supervisory Responsibilities:

None.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for administrative support to the Career Development Specialist (CDS) Supervisor and the Director of Workforce Development.
- Must be well informed about various policies and guidelines governing the Temporary Assistance for Needy Families (TANF) and Workforce Investment Act (WIA) programs.
- Maintain strict confidentiality
- Responsible for data entry in two databases.
- Assist with preparing monthly, quarterly, and annual reports.
- Compose and type routine correspondence
- Assist CDS with file management
- Maintain personnel files and records
- Order supplies and maintain inventory of office equipment and supplies
- Prepare purchase orders and other university documents
- Other duties as assigned

MINIMUM QUALIFICATIONS:

Education and/or Experience:

High school graduation or equivalent certification and three years responsible secretarial/clerical experience is required. Associate of Arts degree in office management or related degree may be substituted for up to two years of the required experience.

Knowledge, Skills and Abilities:

The employee is required to function in a highly energetic environment. Must have excellent oral and written communication, interpersonal, and organizational skills. Use of standard office equipment including, fax, copier, and scanner. Possess strong computer skills including knowledge of databases, spreadsheets, and word processing applications. Maintain good professional relationships with employers, clients, and culturally diverse adult populations.

Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, sit and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms, climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.