



EMPLOYMENT OPPORTUNITY

<p>POSITION:</p> <p>START DATE:</p> <p>SALARY:</p>	<p>Records Clerk NM Workforce Connection- Eddy County</p> <p>November 16, 2009</p> <p>Grade 5, Step 11 \$22,592 Generous benefit package available. <i>(Offer of employment contingent upon funding)</i></p>	<p>To Apply: Send letter of interest, resume, list of five (5) references, transcripts and ENMU application to: ENMU-Ruidoso President Attn. Beth DeFoor Executive Assistant 709 Mechem Drive Ruidoso, NM 88345</p> <p>Review of applicants begins November 9, 2009. Position open until filled.</p> <p><i>Facsimiles or electronically mailed applications will not be accepted or considered.</i></p>
<p>REQUIRED QUALIFICATIONS:</p>	<ul style="list-style-type: none"> • An Associate Degree and two years recent related work experience. • A High school diploma or equivalent and a minimum of three years progressively, administrative or secretarial/clerical experience may be substituted for the Associate Degree requirement. • Relevant and current working knowledge of personal computers and word processing, spreadsheets, and database applications. 	
<p>PREFERRED QUALIFICATIONS:</p>	<ul style="list-style-type: none"> • Excellent oral and written communication, interpersonal, and organization skills. • Excellent computer and office skills • Ability to establish good professional relationships with employers, clients and diverse populations. • Ability to function in a fast-paced multi-agency environment. 	
<p>RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> • Responsible for assisting with the administration of the New Mexico Works Temporary Assistance for Needy Families (TANF) program. • Must be well informed about various rules and regulations pertaining to the TANF program regulations and guidelines and related support programs available to qualifying participants, • Responsible for initial screening of clients to identify barriers to employment. • Refer and follow through with agencies that can assist participants with barriers that have been identified. • Data entry in two separate databases • Serve as an advocate for participant when necessary. • Develop a mutual respect and partnership with the participant to achieve IRP goals. • Track progress of client and report findings to CDS • Cross-train in the Workforce Investment Act (WIA) program, as well as other federal programs for which participants may qualify • .Other related duties as assigned. 	
<p>BENEFITS:</p>	<ul style="list-style-type: none"> • Group health, dental and vision insurance, group life insurance, state educational retirement, worker's compensation, and unemployment compensation. Employee or spouse class tuition waiver. 	

Offer of employment contingent upon verification of individual's eligibility for employment in United States, and pass a pre-employment background check.

ENMU-Ruidoso is an affirmative Action and Equal Employment Opportunity Employer.