



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

POSTING NO: 116-16

OPENING DATE: 09/06/2016

CLOSING DATE: 09/19/2016

POSTED: IN & OUT

POSITION: Human Resources Assistant

PAY GRADE: NE7 (\$13.97 p/h - \$16.42 p/h)

FLSA STATUS: Non-Exempt

DEPARTMENT: Human Resources

REPORTS TO: Human Resources Director

HUMAN RESOURCES ASSISTANT

This position is located at the Pueblo of Isleta Human Resources Department. Performs clerical and general office duties; answers incoming calls and directs callers and visitors to appropriate personnel; maintains professionalism in all interactions with internal and external customers. Provides administrative support to the Human Resources staff, with main focus on data entry for all benefits, to include health, dental, vision, life, and supplemental insurances.

Minimum Qualifications/Requirements:

- High School Diploma/GED
- Associates Degree in Business or related field *preferred*
- Three (3) years of work experience in a Human Resources environment
- Must be able to obtain a Notary License

Knowledge, Skill and Ability Requirements: *Describe how you obtained these Knowledge's, Skills and Abilities.*

- Knowledge of traditional forms of government and Pueblo customs and traditions
- Knowledge of records management and basic accounting procedures
- Familiarity with the principles, practices and trends in recruitment and employment; compensation and benefits; and record-keeping system
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic
- Skill in operating various word-processing, spreadsheets, presentation and database software programs
- Ability to maintain confidentiality
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds, and to treat visitors and employees with tact and courtesy
- Ability to communicate efficiently and effectively both verbally and in writing
- Ability to handle multiple tasks and meet deadlines; ability to organize and prioritize work activities; uses time efficiently
- Ability to deal with frequent change, delays or unexpected events
- Ability to work independently with minimal supervision

Other Requirements:

Individual selected is subject to the following:

- Satisfactorily pass a background investigation, with NO prior convictions of any felonies
- Must comply with the Pueblo of Isleta Drug Free Workplace policies

PREFERENCE: Tribal preference and Native American Indian preference applies to all Pueblo of Isleta positions.