



## Santa Clara Pueblo Housing Authority

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### JOB ANNOUNCEMENT

**Position title:** Administrative Assistant  
**Salary Range:** DOE  
**Reports To:** Supervisor of Operations  
**FLSA Status:** Non-Exempt  
**Classification:** Full Time  
**Deadline:** Until Filled

### APPLICATIONS ARE AVAILABLE ON SCPHA WEBSITE OR REQUESTED VIA EMAIL

#### **Summary & Scope of Position:**

The Administrative Assistant will provide administrative and clerical support to the Santa Clara Pueblo Housing Authority (SCPHA). The Administrative Assistant must be Customer Service oriented and have the ability to plan and organize a heavy clerical workload within acceptable timeframes. The Admin Assistant must be capable of using good judgment, tact and diplomacy.

#### **Primary Responsibilities:**

**(Full description will be provided at time of interview)**

#### **Requirements and Qualifications:**

- Associate Degree in Management, minimum High School Diploma
- 3-5 years of experience in a clerical environment dealing with the direct public
- Once completed the training period, must be able to work with limited supervision and be task oriented
- Must be proficient entirely in Microsoft Office Software and in the use of all modern office equipment (E-fax, mailing machine, copier, and computers, etc.)
- Must establish and maintain a positive working relationship with clients and visitors
- Time management skills and demonstrated ability to prioritize and multi-task activities
- Must be sensitive to the American Indian traditions, customs and socioeconomic conditions
- Preferred Santa Clara Pueblo enrolled or Affiliate
- Must possess a valid New Mexico Driver's License and be insurable
- Must be able to successfully pass a pre-employment drug test and background check

**IN ACCORDANCE WITH TITLE VII 1964 CIVIL RIGHTS ACT, SECTION 701(b) and 703(I), PREFERENCE IN FILLING ALL VACANCIES WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN CANDIDATES**