



EMPLOYMENT OPPORTUNITY ADVERTISEMENT

Zuni Housing Authority
P. O. Box 710 - 104D Avenue
Zuni, New Mexico 87327
Phone: (505) 782-4550

www.pozha.org

ZHA-2022-012

Announcement No.

October 26, 2022

Announcement Date

November 9, 2022

Closing Date

POSITION: Administrative Assistant II

Pay Level and Hourly Rate: Level 3

DEPARTMENT AND LOCATION: Maintenance Department

SUMMARY

Assist the Maintenance Department with administrative tasks and duties to carry out the department goals and objectives. Also responsible for inventory control, coordinate the incoming and outgoing process of material and ensure that requests for materials are filled, stocked, and each piece of material and equipment is accounted for.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of current Microsoft Office software applications, such as desktop publishing, spreadsheets and database management.
2. Customer service and interpersonal skills.
3. Discretion, good judgement, organizational or management ability, initiative and the ability to work independently.
4. Ability to understand and follow oral and written instructions.
5. Internet skills, use of email, group messaging and data collection.
6. Basic knowledge of the accounting cycle.
7. Ability to prioritize and switch between numerous responsibilities.
8. Ability to analyze information gathered in order to identify potential problems or discrepancies

EDUCATION AND EXPERIENCE:

Associates Degree in Administrative Assistant and two (2) years work related experience OR High School Diploma and three (3) years work related experience.

WORK ENVIRONMENT:

This job operates in a professional office environment with frequent outside duties in warehouse and at rental units. This role routinely uses standard office equipment such as computers, phones, photo copiers, filing cabinets and fax machines.

SPECIAL WORKING CONDITIONS:

Incumbent is subject to pre-employment and annual background checks. This position requires pre-employment and random drug tests for the duration of employment.

PHYSICAL DEMANDS:

1. This would require the ability to lift files, office products, and supplies up to 20lbs.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full-time position and work hours are Monday through Thursday; 7:00 am to 6:00 pm.

TRAVEL

This position requires some travel.

AAP/EEO STATEMENT

ZHA provides Equal Employment Opportunity (EEO) and complies with the Americans with Disabilities Act (ADA), and Age Discrimination in Employment Act (ADEA). ZHA provides preference for Zuni Tribal Members, Native American and Veterans of the United States Military

OTHER

Note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

APPLICATION INSTRUCTIONS: (Please do not remove job posting).

Applications can be obtained at the Zuni Housing Authority Administration Building at 104D Avenue, Blackrock and the ZHA website at www.pozha.org