

Human Resources Department Pueblo of Santo Domingo



PO BOX 127
SANTO DOMINGO PUEBLO, NEW MEXICO 87052

JOB ANNOUNCEMENT

POSITION TITLE: Human Resources Assistant

DEPARTMENT: Human Resources

PERIOD TO APPLY: 8/23 – 9/3

SUPERVISOR: Trisha Ingalls

SALARY RANGE: \$13-\$15/HR

POSITION STATUS: Part Time

FLSA STATUS: Non-Exempt

GENERAL DESCRIPTION

The right candidate for this position will learn a skillset that will launch them in the right direction for a career in Human Resources. If you are comfortable working with the computer, are reliable, detail oriented, have a good sense of organization, can plan and prioritize and you are a team player who can also work independently, then this position is for you.

Please note 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.

COVID 19 Vaccination Required-Reasonable accommodation considered.

BASIC PURPOSE:

Incumbent in this position assists in research, interviews, screens reception, word processing, typing, proofreading, record and file maintenance, public contact, forms processing, and technical and general journey-level clerical and/or secretarial activities requiring access to information affecting employee relations in support of the Human Resources department of Santo Domingo Pueblo.

TYPICAL FUNCTIONS:

- Assist employees and public with personnel information and interpretation of personnel policies and procedures.
- Maintain employee records (soft and hard copies)
- Input data into computer and maintain records for personnel files or database for all Santo Domingo

- Tribe personnel.
- Organize and maintain system for back-up and storage of files. Purge outdated documents from files as needed.
- Assistance with Management of Job Announcements and applications
- Schedule interviews and meetings for HR.
- Answer departmental phone and take messages as needed.
- Assist in conducting New Hire Orientation for new employees.
- Provide information to employers regarding employment verification.
- File and maintain employment/medical records for future reference.
- Assistance with Automobile fleet management
- Assist with insurance programs such as liability, group, health, and dental, short/long term disability, workers compensation and pension plans.
- Flexible schedule.
- Other duties as assigned.

REQUIRED COMPETENCIES

- **Integrity / Honesty**

All Santo Domingo Pueblo employees must operate in an ethical manner by following all Santo Domingo Pueblo policies and procedures relating to confidentiality, handling, tracking of personnel and medical and proper behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.

- **Customer Service / Client Orientation**

All Santo Domingo Pueblo employees must be able to develop a clear understanding of customers' needs and goals while maintaining clear communication with customer regarding meeting their expectations. Must follow through and respond to customers' requests and inform them of action taken in a courteous, professional manner.

- **Teamwork**

All Santo Domingo Pueblo employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up to date about tasks, progress, or projects.

- **Flexibility**

Incumbent in this position must be able to accept rapid change in job assignments, schedules, or priorities.

- **Goal and Task Management**

Incumbents in this job need to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.

- **Collect and Organize Information**

Incumbents in this job need to be able to identify, systematically collect, and organize information for use by self or others in an organization.

MINIMUM QUALIFICATIONS:

- High School Diploma, or equivalent, required AND 1-year clerical experience, or an equivalent combination of education and experience.
- Knowledge of Microsoft Office including Word, Outlook, Excel, PowerPoint
- High Degree of comfort with computers
- Ability to engage with the public and other departments.
- High Degree of comfort in learning new software programs
- Excellent oral and written communication skills.
- Extended working hours, including weekends, may be required.
- Must be able to satisfactorily pass a background check.
- Must possess a valid driver's license and be insurable through the Santo Domingo Pueblo's liability plan.

HOW TO APPLY

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us, subject line: **HR Assistant Part Time – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416 Attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Pueblo Employment Application (available at santodomingotribe.org/careers)
- Resume
- Cover letter
- Copies of relevant certifications, including any trade skills.