



Human Resource Division

Eileen T. Sedillo
Human Resource Director

Chris A. Najar
Chairman - District 5

Janice C. Varela
Vice-Chair - District 2

Rock G. Ulibarri
Commissioner - District 1

Arthur J. Padilla
Commissioner - District 3

Maria L. Martinez
Commissioner - District 4

Vidal Martinez, Ed. D.
County Manager

SAN MIGUEL COUNTY EMPLOYMENT OPPORTUNITY

San Miguel County is accepting applications for the Administrative Assistant/Secretary position with the San Miguel County Detention Center. This is a classified position performs duties and responsibilities under the general supervision of the Detention Facility Warden and Deputy Warden. The Administrative Assistant duties and responsibilities include secretarial/clerical and administrative services to the Detention Facility. Follow and adhere to Detention Facility Policies and Procedures. Must have a High School Diploma or GED, strong business, budget, finance and accounting skills. Five year experience in an administrative setting college/university credits preferred. Must be able to work in a detention facility environment and be able to perform all duties and responsibilities listed on the job description.

ADMINISTRATIVE ASSISTANTS POSITIONS RANGE II:

SALARY RANGE:

\$25,000.00 - \$35,000.00

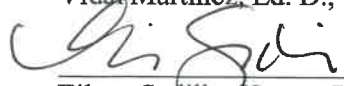
DEADLINE:

Opened until filled, with the first cutoff date of October 19, 2018 at 3:00 p.m.

Applications and a detailed job description may be picked up from the San Miguel County Human Resource Office located at 500 West National, Suite 202. You may also obtain an application and a job description by logging on to San Miguel County's Web Site at www.co.sanmiguel.nm.us. San Miguel County is an Equal Opportunity and Affirmative Action Employer. The County reserves the right to reject any and all applications.


Vidal Martinez, Ed. D., County Manager


Date


Eileen Sedillo, Human Resource Director


Date

Published: _____, 2018

**JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT/SECRETARY**

GENERAL STATEMENT OF DUTIES:

Under the Supervision of the Detention Facility Warden. Provides a wide range of secretarial and administrative services to the Detention Facility and the Detention Facility Warden. Follow and adhere to Detention Facility policies and procedures.

RESPONSIBILITIES AND DESCRIPTION OF WORK PERFORMED:

1. Receive and properly refer visitors on administrative business or for inmate inquiries, or for a wide variety of other related detention center matters.
2. Ensure proper clearance, escort and arrangement(s) are made, for such visitors; in accordance with Facility policies; for a wide variety of activities, including meetings, activities, and occurrences.
3. Take, transcribe and prepare dictation, compose letters, memorandum, reports, and various other correspondence for the Detention Facility.
4. Mail and/or file correspondence and documentation upon completion.
5. Answer and route all incoming calls and place any necessary outgoing phone calls.
6. Distribute memorandum and notices as needed to all Facility Personnel.
7. Compile and prepare edited statistical information, jail log, other reports, and all documentation concerning Detention Facility operations.
8. Record minutes to various meetings.
9. Enter or retrieve data from computer system. Ensure proper functioning of overall computer system and consult with computer experts when problems arise.
10. Schedule appointments for the Detention Administrator, make reservations for the Detention Administrator, and apprise the Detention Administrator of daily appointments.
11. Order supplies for the administrative and other area(s) of the facility. Maintain inventory for the administrative area of the facility.

12. Individual is involved in all budget preparation, on going evaluation, and management activities associated with the facility budget, along with the Detention Administrator; including activities associated with the facility budget, including purchasing/ procurement activities, requisitions, purchase orders, tracking, receipt of items, evaluation of and monitoring of receipts, expenditures, and balancing, reconciliation budget activities
13. Employee must perform duties with minimal supervision in a high volume setting. Employee may be required to work irregular hours, attend job related meetings, and perform other duties as assigned.

EDUCATION AND EXPERIENCE:

High School Graduate or Equivalent (GED).

Some college/ university credits desirable.

Five years experience in an administrative setting, or equivalent.

Strong business, budget, finance and accounting skills required.

Data Processing, computer system(s), hardware/ software knowledge a must.

Must pass background investigation and drug screen.

SKILLS AND ABILITIES:

Familiar with Windows Programs, Microsoft Excel, Lotus, PowerPoint and the ability to understand a computerized facility management hardware/ software/ network system. Ability to understand and utilize basic office machinery.

Ability to interact with the public on a daily basis.

Provide information to law enforcement, judicial, other criminal justice, and a wide variety of agencies and entities.

Knowledge in Spanish Language desirable.

Typing of 50 words per minute or more preferred.

ENVIRONMENTAL/PHYSICAL CONDITIONS:

Work closely with other department and county personnel.

Work is in a detention facility environment.

JOB DESCRIPTION APPROVED BY THE SAN MIGUEL COUNTY BOARD OF COUNTY COMMISSIONERS:

[Signature] 4/12/05
County Manager Date

Patrick W. Smedley 04/12/05
Supervisor Date

Employee Date