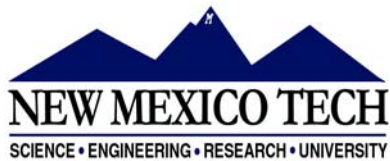


**Posted:** January 9, 2019



## POSITION ANNOUNCEMENT

**TITLE:** ADMINISTRATIVE SECRETARY II

**DEPT:** EMRTC

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE:** \$10.25-\$12.50

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**INTERNAL POSTING THROUGH:** January 17, 2019\* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### JOB DUTIES:

Assist the Engineering department in reconciliation and processing of credit cards, requisitions, travel, reimbursements, scheduling assistant, work orders, and other administrative duties as needed. Prepare Federal Express and UPS shipments. Establish, maintain, and update office files and reports. Provides support for EMRTC to include answering telephones. Placing calls, and operating office equipment. Assist visitors, to include preparing badges for building and field laboratory access, contacting the EMRTC point of contact and coordinating safety briefings. Assist with service centers, and provide additional support to the Finance department as needed.

### REQUIRED QUALIFICATIONS:

High school (or GED) level ability in spelling, grammar, basic composition and math. Three years secretarial experience and the ability to deal pleasantly, professionally and tactfully with other required. Good language skills desired. Proficiency in Word processing, e-mail and internet required. Experience with badge systems desired. A Valid NM driver's license required. This position requires a Department of Defense security clearance through Secret to be obtained within reasonable time after employment.