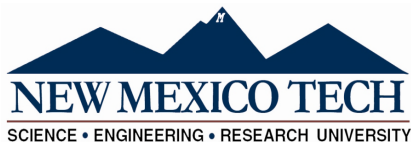


Posted: December 6, 2024



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY I

DEPT: PRTC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$15.00

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

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: Concurrent* 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 SUMMARY:

The administrative secretary provides comprehensive administrative assistance to ensure the efficient operation of the department. This role involves handling a wide range of tasks, including managing confidential information, preparing reports, and performing research. The secretary greets visitors, resolves routine administrative issues, and manages communications, including phone calls and emails, while maintaining accurate logs of inquiries. This position also provides direct support to coordinators and supervisors. Key responsibilities include sorting and distributing mail, preparing responses to routine inquiries, and operating various office equipment. Additionally, the position oversees paperwork and filings for the FAA in relation to airport management duties, monitors key electronic systems such as Smartsheet and Jira, and supports compliance with New Mexico Tech's required documentation and forms, including HR transaction paperwork. The Administrative Secretary also supports office supply inventories, assists with meeting preparation, and provides general support for PRTC programs. Flexibility is essential, as this role may include other duties

JOB FUNCTIONS:

1. Performs a wide variety of assignments which may be confidential in nature and require research to complete; operates personal computer to compose, edit, revise, tabulate, and print letters, tables, reports, and other materials.
2. Greets and directs visitors, resolves routine administrative problems and answers inquiries concerning activities and operations of PRTC; accepts, screens, and routes telephone calls; maintains log of inquiries as required.
3. Sorts, screens, and distributes incoming and outgoing mail, drafts or prepares responses to routine inquiries, and operates a variety of office equipment.
4. Performs duties of an airport manager related to paperwork and filings with the FAA
5. Monitors electronic systems (including, but not limited to) Email, Smartsheet, Jira
6. Assists with NMT required documentation and forms, including, but not limited to HR transaction paperwork
7. Support programs at PRTC, including preparing for meetings and performing basic administrative tasks as directed
8. Orders, stocks, and distributes office and other supplies.
9. Performs miscellaneous job-related duties as assigned.

REQUIRED QUALIFICATIONS:

High school (or GED) level ability in spelling, grammar, basic composition and math. 3 years of progressive work experience. Must have at least Three (3) year experience directly related to duties and responsibilities specified. Knowledge of Microsoft Software. Communication Skills. Ability to work independently and in a group environment. Ability to accomplish tasks and meet deadlines despite interruptions. NM Driver's License.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	
30 - 50 pounds	
50 - 100 pounds	
100 + pounds	

PHYSICAL DEMANDS:

Standing 25%	Sitting 65%	Walking 5%	Pulling 5%
Pushing	Lifting	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu