



MESCALERO

--Apache--

SCHOOL



"Mescalero Chiefs"

P.O. Box 230, 249 White Mountain
Mescalero, New Mexico 88340
Phone: (575)464-4431 Fax (575) 464-0053

POSITION ANNOUNCEMENT

Posted 06/18/2025

Administrative Assistant

Primary Functions: Provides overall clerical duties for the Administration Building staff for which he/she is assigned including serving as a telephone receptionist, handling mail, typing and filing.

Responsibilities:

- Provides telephone and receptionist services for the office and utilizes proper etiquette when using phone.
- Ability to maintain professional when working with an angry person, in person or on the phone.
- Constant communication with parents, staff, and community.
- Ensures safety procedures are followed at all times by verifying all visitors/parents/guardians/volunteers, etc. are properly signed in and easily identifiable by MAS staff members and students
- Will handle incoming mail and arranges for proper distribution. Stamps outgoing mail for daily pick up.
- Establishes and maintains a variety of files and record systems.
- Maintains an inventory of supplies for Administration and prepares requisitions for all authorized purchases.
- Will utilizes a computer to type a variety of correspondence.
- Uses copier and other office machines for purposes of preparing materials for office staff and other employees.
- Assignment of duties can be stressful and requires prompt completion with minimal errors.
- Use hand held radio to communicate with staff as well as buses; must be professional at all times.
- Keep lobby, all work stations, supply room stocked with paper and cleaned at all times.
- Ensure reception area is never left unattended.
- Confidentiality of various issues or situations are to be maintained and requires individual to abide by such conditions.
- Performs other duties as may be assigned by supervisor.
- Duties/assignments may change to meet the needs of the school due to unforeseen circumstances.
- Plans daily schedule of work so important tasks are completed on time.
- Keeps current with technical advances at MAS.
- 1 Training per 9 weeks. 4 trainings per school year.

Key Relationships:

- Position reports to the Business Manager and Human Resources Director.
- Interacts daily with the supervisors.
- Has direct relations with all school staff, administration, and visitors.

Minimum Qualifications:

- Minimum of a high school diploma or GED is preferred.
- Demonstrated competency in office management, computer system operation, typing, filing and other applicable skills preferred.
- Must have own transportation.
- Must be punctual.
- Ability to work independently and in a fast-paced environment.
- Excellent organizational skills and attention to detail.

- Must be able to lift 25 lbs.
- Knowledge of the Mescalero Apache people and their culture.
- Must be able to pass a background check prior to employment.
- Will be required to pass drug test upon employment, then randomly selected.
- Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, national origin or other non-merit factors.

Term of Employment:

- Twelve month contract.
- Subject to a 90 day probationary period upon hire.

Working Conditions:

- Work is accomplished within a school environment.
- Often required long periods of sitting as well as working with a computer.

Applications will be accepted until Monday, July 14, 2025

**Applications available at the MAS Administration or on our
website: maschiefs.org**

**Applications can be returned by mail, fax to 575-464-0053 or
email: HR@mescalero.org**