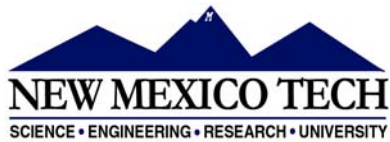


Posted: February 20, 2019



RE-OPEN 2/20/19
POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY II

DEPT: MAGDALENA RIDGE OBSERVATORY

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 22, 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:

General Secretary duties such as answering phones, taking messages, sending and responding to emails. Schedules meetings and meeting set up. Completes travel requests and reimbursement forms for staff. Makes accommodations for staff travel and non-employee visitors when needed. Maintains office records. Monitors, orders, and distributes supplies. Sends, receives, and distributes mail. Reconciles purchase card and creates monthly reports.

REQUIRED QUALIFICATIONS:

High school (or GED) level ability in spelling, grammar, basic composition and math required. Five years of progressively responsible secretarial experience required. Software application requirements to include Microsoft Suite and all office equipment. Must be able to maintain professional relationship with co-workers, and other department personnel at New Mexico Tech, contractors and vendors. Must be dependable. Must be able to multi-task. Defensive Driving Certificate required upon employment.