



## EMPLOYMENT OPPORTUNITY

### ADVERTISEMENT

Zuni Housing Authority  
P. O. Box 710 - 11 South D Avenue  
Zuni, New Mexico 87327  
Phone: (505) 418-4265  
[www.pozha.org](http://www.pozha.org)

ZHA-2025-002

**Announcement No.**

January 13, 2025

**Announcement Date**

January 27, 2025

**Closing Date**

**POSITION:** **Administrative Assistant II**

**Pay Level and Hourly Rate:** Level 3-(\$12.02 ph)

**DEPARTMENT AND LOCATION:** Construction Services Department

#### GENERAL DEFINITION:

The Administrative Assistant II has the primary responsibility of processing timesheets for the Construction Services Department (CSD) Staff and Force Account construction workers. He/She must use current timesheet software to submit employee times electronically to the Finance Department in a timely and accurate manner. The incumbent will accurately track hours and charge time to appropriate construction project accounts/budgets to ensure that completed project Total Development Costs (TDCs) are calculated effectively. This Position also serves as the front Administrative Assistant who greets customers and answers the phone, direct calls and customers to the appropriate department for assistance.

#### KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of current Microsoft Office software applications, such as desktop publishing, spreadsheets, and database management.
2. Customer service and interpersonal skills.
3. Discretion, good judgment, organizational or management ability, initiative, and the ability to work independently.
4. Ability to understand and follow oral and written instructions.
5. Internet Skills, use of e-mail, group messaging and data collection.
6. Basic knowledge of bookkeeping and accounting.

#### TRAINING AND EXPERIENCE:

- High School Diploma or Equivalent with at least two (2) years' work-related experience in an Administrative Assistant position.
- This is an entry level position. Some college courses in Administrative Assistant, Accounting, or Business major are preferable but not required.

#### WORK ENVIRONMENT:

1. This job operated in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photo copiers, filing cabinets, and fax machines.
2. Full-time position. Work hours are Monday through Thursday; 7:00 am to 6:00 pm. Incumbent is subject to preemployment and annual background checks. Requires some travel.

#### PHYSICAL DEMANDS:

- Filing is required. This would require the ability to lift, open file cabinets and bend or stand as necessary.

#### AAP/EEO STATEMENT

- ZHA provides Equal Employment Opportunity (EEO) and complies with the Americans with Disabilities Act (ADA), and Age Discrimination in Employment Act (ADEA). ZHA Provides preference for Zuni Tribal Members, Native American and Veterans of the United States Military.

#### **APPLICATION INSTRUCTIONS:** (Please do not remove job posting).

Applications can be obtained at the Zuni Housing Authority Administration Building at 11 South D Avenue, Blackrock and the ZHA website at [www.pozha.org](http://www.pozha.org)