

Taos Soil & Water Conservation District
Job Description

Taos Soil & Water Conservation District (SWCD) is a state government entity that assists private landowners with natural resource conservation on private lands in Taos County (since 1941).

POSITION TITLE: Administrative Assistant

PURPOSE OF POSITION:

The Administrative Assistant works under the supervision and direction of the District Manager and Assistant District Manager and assists in all areas of clerical support and related office duties. This position is responsible for reliably maintaining regular office hours (M-F, 8:00-12:00 and 1:00-5:00). Occasional evenings, weekends or out of town travel may be required.

JOB REQUIREMENTS:

Proficiency with Microsoft Office is required and previous experience with Quickbooks is preferred. Must have the ability to utilize proper grammar, spelling and punctuation; compile and maintain accurate records and reports; understand and carry out oral and written instructions; meet customers courteously and tactfully while performing a variety of tasks. Preserves the privacy of confidential matters which may occur within the scope of assigned duties.

ESSENTIAL JOB FUNCTIONS:

- Answers and transfers phone calls, screening when necessary
- Welcomes, assists and directs visitors and customers
- Maintains filing systems
- Retrieves information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed
- Responds to and resolves administrative inquiries and questions
- Coordinates and schedules travel, meetings, and appointments for managers and supervisors
- Prepares agendas and schedules for meetings
- Records and distributes minutes or other records for meetings
- Maintains office supplies and coordinates maintenance of office equipment
- Handles sales and maintains a system for recording them
- Assists with bill paying and making deposits
- Assists with conservation education activities
- Performs other related duties as assigned

REQUIRED SKILLS/ABILITIES:

- Excellent verbal and written communication skills
- Excellent interpersonal and customer service skills
- Proficient in Microsoft Office Suite
- Excellent organizational skills and attention to detail

- Basic understanding of clerical procedures and systems such as recordkeeping and filing
- Ability to work independently
- Must pass background check
- Ability to speak and understand Spanish is helpful but not required

EDUCATION AND EXPERIENCE:

- High School Diploma or Equivalent required
- At least two years of experience in an administrative role is required

PHYSICAL REQUIREMENTS:

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times

COMPENSATION & BENEFITS:

- Starting pay is \$20.00/hour (occasional overtime applies when employee exceeds 40hrs)
- State health, vision and dental insurance offered (employer pays 80%/employee pays 20%)
- Paid sick leave
- Paid vacation
- Paid holidays (12 throughout the year)
- Monthly cell phone stipend
- Employee development/trainings
- State of New Mexico Public Employee Retirement Association inclusion

BEGIN DATE: Position must be filled by July 23, 2024

TO APPLY:

Please contact Tanya Duncan at tduncan@tswcd.org with any questions. To apply, please submit resume with at least three relevant references to the above email address or via US Mail/in person at 220 Chamisa Road, Taos, NM 87571 by **12:00PM** (noon) on **July 1, 2024**