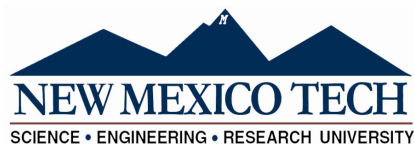


Posted: December 6, 2024



POSITION ANNOUNCEMENT

TITLE: ADMINISTRATIVE SECRETARY I

DEPT: EMRTC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$15.00 - \$16.50

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

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: 12/18/2024* 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:

Performs various duties including but not limited to reconciliation of department credit cards and accounting transactions, submission of requisitions for processing. Maintains work schedule for all EMRTC testing. Serves as alternate Visitor Control Clerk. Will assist with payroll, purchasing, travel and other financial processes. Performs other administrative duties as needed.

JOB DUTIES:

Assist the Engineering department in reconciliation and processing of credit cards, requisitions, travel, reimbursements, scheduling assistant, work orders, and other administrative duties as needed. Prepare Federal Express and UPS Shipments. Establish, maintain, and update office files and reports. Provides support for EMRTC to include answering telephones, placing calls and operating office equipment. Assists visitors, to include preparing badges for building and field laboratory access, contacting the EMRTC point of contact and coordinating safety briefings. Assist with service centers, and provide additional support to the Finance department as needed.

REQUIRED QUALIFICATIONS:

High school (or GED) level ability in spelling, grammar, basic composition and math. Three (3) years secretarial experience and the ability to deal pleasantly, professionally and tactfully with others required. Good language skills desired. Proficiency in word processing, e-mail and internet required. Experience with badge system desired. A valid New Mexico driver's license is required. This position requires a Department of Defense security clearance through Secret to be obtained within reasonable time after employment. A pre-employment drug screen is required upon hire.

DESIRED QUALIFICATIONS:

Good language skills. Experience with badge system.

LIFTING REQUIREMENTS:

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

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

PHYSICAL DEMANDS:

Standing 10%	Sitting 70%	Walking 10%	Pulling
Pushing	Lifting	Stooping 5%	Kneeling
Crawling	Climbing	Reaching 5%	Other

Apply to: nmtjobapps@npe.nmt.edu