PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
PHONE: (505) 869-7584 FAX: (505) 869-7579
EMAIL: poiemployment@isletapueblo.com

VACANCY ANNOUNCEMENT

POSTING NO: 048-16

OPENING DATE: 03/21/2016
CLOSING DATE: OPENED UNTIL FILLED
POSTED: IN & OUT

POSITION: **Data Clerk**
PAY GRADE: NE4 ($9.98/hr. to $11.73/hr.)
FLSA STATUS: Non-Exempt
DEPARTMENT: Head Start/Early Head Start/Child Care
REPORTS TO: Assistant Director Head Start

This position is located at the Pueblo of Isleta Head Start & Child Care Center. Performs data entry, verification, editing and provides reports on data entered. Maintains filing systems, reporting & data tracking systems for the program. Creates filing system and files all information and records in alphabetical or numerical order or according to the filing system used. Locate and remove material from file when requested.

Minimum Qualifications/Requirements:

- High School Diploma or GED
- One year administrative and computer data entry experience.
- Experience with Microsoft Office products and data systems preferred.
- Tiwa speaking preferred
- CPR and First Aid Certifications and Food Handlers Certification must be obtained within 90 days of employment

Knowledge, Skill and Ability Requirements: Describe how you obtained these Knowledge's, Skills and Abilities

- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of standard office practices and procedures.
- Knowledge of data entry and computer software.
- Knowledge of document retention.
- Skill in operating various word-processing, spreadsheets and database software programs in a Windows environment.
- Ability to collect and analyze information and develop statistical analysis and reports or data.
- Ability to gather data, compile information and prepare reports.
- Ability to communicate efficiently and effectively both verbally and in writing
- Ability to handle multiple tasks and meet deadlines
- Ability to maintain confidentiality

Other Requirements:

Individual selected is subject to the following:

- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Satisfactorily pass a background investigation, with NO prior convictions of any felonies

- Must comply with the Pueblo of Isleta Drug Free Workplace policies
- Must have fingerprinting completed prior to employment

PREFERENCE: Tribal preference and Native American Indian preference applies to all Pueblo of Isleta positions.