



Quay County Government
300 South Third Street/PO Box 1246
Tucumcari, New Mexico 88401
Phone: 575-461-2112 Fax: 575-461-6208

EMPLOYMENT OPPORTUNITY

POSITION: ADMINISTRATIVE ASSISTANT
DIVISION: QUAY COUNTY MANAGER'S OFFICE
CLASSIFICATION: CLASSIFIED/NON-EXEMPT
WAGE LEVEL: DOE
DEADLINE TO APPLY: OPEN UNTIL FILLED

Duties & Responsibilities: Under the guidance and direction of the County Manager, the Administrative Assistant will be a direct assistant to the County Manager, completing various administrative tasks. Will assist with accounts payable, payroll, purchasing, and budget. Will perform general clerical work. Must demonstrate intermediate computer and office skills. This employee must be a self-starter, reliable detail oriented, and professional with excellent customer service skills. Employee may be required to work irregular hours and attend job related meetings. This employee will also have other duties as assigned due to the nature of the position.

QUALIFICATIONS & REQUIREMENTS

- **High School Diploma or GED required**
- **Must have a valid NM driver's license with no DWI convictions in the past three years and be insurable by the County Insurance Authority.**
- **Must pass a Pre-employment drug test and Post employment physical**
- Minimum of one (1) year experience in general office setting. Preferred two (2) years' experience in all the above job duties.
- Must have good communication skills, ability to understand and communicate in English, both written and oral. Must have the ability to ask questions and listen to directions of supervisor. Ability to communicate with co-workers and general public in person and with proper telephone etiquette.
- Ability to apply sound reasoning and judgment in performance of various duties.
- Organization and administrative skills required.
- Have working knowledge of Microsoft Office Suite
- Must be able to recognize, work with and maintain confidential information.
- Must be able to work independently, with or without directions.

The deadline to submit an application/resume is until the position is filled. For a full job description and application, please contact the Human Resources Department at (575)461-2112 Monday -Thursday or visit our website: www.quaycounty-nm.gov

applications pickup/drop off available at:

Quay County Manager's Office Human Resources Department
300 S. Third Street 3rd Floor Tucumcari, NM 88401

Quay County is an Equal Employment Opportunity Employer