



PUEBLO DE SAN ILDEFONSO

Human Resources Department
02 Tunyo Po
Santa Fe, NM 87506

JOB VACANCY ANNOUNCEMENT *Realty Assistant*

Friday, October 19, 2018

The Administration currently has a Realty Assistant position available.

REALTY ASSISTANT: The Realty Assistant will assist the Pueblo de San Ildefonso Realty Office in its daily functions and responsibilities. Supports the Natural Resources Department Director in management and protection of tribal lands and resources. Provides administrative support and any other related work as assigned.

MINIMUM QUALIFICATIONS: High School Diploma or General Equivalency Diploma required. Three to five years of work experience relevant to the job duties and responsibilities, or equivalent education. Dependability, availability, attendance and punctuality are essential. Ability to maintain high level of accuracy and attention to detail. Knowledge of tribal/federal realty principles is preferred. Excellent organizational skills, administrative, verbal and written skills a must. Ability to perform quality work under pressure, meet deadlines, and maintain confidentiality. Computer proficiency required including experience using Microsoft Word, PowerPoint, Excel and Outlook. Must have a valid Driver's License. Must be insurable under the Pueblo de San Ildefonso vehicle insurance policy.

APPLICATION: A job description and application are available in the Human Resources office. Downloadable applications are available on our web site at www.sanipueblo.org. Submit your resume and application to the Human Resources office; via e-mail to karquero@sanipueblo.org or fax to (505) 455-4149. Call (505) 455-4112 with questions about this position.

DEADLINE FOR APPLYING: Friday, November 2, 2018