



Administrative Assistant II

Albuquerque/Santa Fe, NM

[Full time]

Job Reference #00001037

The New Mexico Office of the Attorney General, Operations Division an Equal Employment Opportunity (EEO) employer is seeking applicants for an “At Will” (not classified) Administrative Assistant II position. An “At Will” position means any state office job or position of employment which is exempt from the service and the “Personnel Act,” Section 10- 9-4 NNMSA 1978, the employee serves at the pleasure of the New Mexico Attorney General.

- Candidate must exercise the highest level of professional judgment in providing high-level administrative support to the Chief of Staff for Operations, the Financial Division, Executive Services Division, Information Technology Division, Human Resource Division and the Training and Development Division within Operations.
- Schedule and coordinate meetings for Chief of Staff for Operations, and all Division Directors in Operations.
- Work on a variety of projects/tasks assigned by Chief of Staff for Operations and all divisions within Operations.
- Prepare requisitions for Operations.
- Serve as payroll timekeeper for Operations and handle disbursement of pay advices to OAG staff.

- Requires high degree of professionalism with the ability to manage time, multiple projects and confidential information all within a fast-paced environment.
- Requires the ability to establish and maintain effective working relationships with all levels of OAG staff.
- Responsible for managing multiple facets of the Office Intranet and work closely with the IT department as needed on projects.
- Proficiency with Microsoft Office programs, writing and communication skills.
- Experience with PeopleSoft (SHARE) is preferred, but not required.
- Other duties as assigned.

Salary is commensurate with experience. Resume with three professional references must be received at the Office of the Attorney General. This job advertisement will remain open until filled. Applicants selected for an interview must notify the Attorney General's Office of the need for a reasonable accommodation due to a disability.

Please send resumes to:

The Office of the Attorney General
Attn: Carla C. Martinez, Esq., CPA, CFE
E-mail: cmartinez@nmag.gov – (505) 827-6000
P.O. Drawer 1508, Santa Fe, NM 87504-1508