

[Apply for Job](#)**Agency** Crime Victims Reparation Comm**Job Posting Type** Standard Requisition**Posting End Date** 12/08/2024**For more Job Requirements & Classification Description:****Job ID** 149879**Full/Part Time** Full-Time**Location** Albuquerque**Regular/Tempo...** Regular - PERM for State[☆ Add to Favorite Jobs](#)[✉ Email this Job](#)

Salary

\$17.63 - \$26.45 Hourly

\$36,675 - \$55,013 Annually

This position is a Pay Band 45

Posting Details

Interviews are anticipated to be conducted within two weeks of closing date.

Why does the job exist?

This position will provide administrative and secretarial support to the agency and provide customer service to crime victims, victim service providers and all others.

How does it get done?

Duties of this position include:

- * Administrative duties to support agency leadership with meetings, and clerical duties;
- * Answering telephone calls, e-mails while properly routing them to the appropriate department ;
- * Maintain office supplies and equipment;
- * Assist in determining the agency's procurement needs and ensuring that procurement is in compliance with the New Mexico Procurement Code;
- * Create purchase order in SHARE while ordering and distributing supplies;
- * Coordinate appointments, meetings, trainings, and other activities;
- * Record minutes for the agency's commission meetings;

Who are the customers?

This position will serve:

- * Victims of Crime in the State of New Mexico
- * Crime Victims Service Providers
- * State and Federal government agencies
- * Suppliers
- * General Public

Ideal Candidate

The ideal candidate will have strong organization, communication and multi-tasking skills. The candidate will also have knowledge of the SHARE Financials System and be proficient in Microsoft Word, Excel and Outlook.

Minimum Qualification

High School diploma or equivalent and six (6) months of related experience in office administration. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) months may substitute for the required experience.