



THE TOWN OF MOUNTAINAIR

IS ACCEPTING APPLICATIONS FOR

MULTI-DEPARTMENT ADMINISTRATIVE ASSISTANT

SALARY: \$12.50 PER HOUR

PROBATION: ONE YEAR

QUALIFICATIONS FOR EMPLOYMENT

- **HIGH SCHOOL DEGREE OR GED;**
- **US CITIZEN;**
- **MUST BE ABLE TO SUCCESSFULLY PASS COMPUTER AMPTITUDE TEST;**
- **MUST HAVE ADVANCED ADMINISTRATIVE EXPERIENCE OR EDUCATION;**
- **NO FELONY CONVICTIONS FOR CRIMES OF MORAL TURPITUDE, FELONY, DWI OR DOMESTIC VIOLENCE;**
- **MUST POSSESS A VALID NEW MEXICO DRIVER'S LICENSE;**
- **MUST BE ABLE TO SUCCESSFULLY COMPLETE THE NEW MEXICO LAW ENFORCEMENT ACADEMY AND OBTAIN CERTIFICATION;**
- **MUST BE WILLING TO TAKE PRE-EMPLOYMENT AND RANDOM ALCOHOL/DRUG TESTING, IN ACCORDANCE WITH ALL TERMS AND CONDITIONS OF FEDERAL AND SATE LAW, RULES AND REGULATIONS.**
- **MUST PASS PRE-EMPLOYMENT BACKGROUND INVESTIGATION, WRITTEN TEST, FITNESS TEST, PHYSICAL, PSYCHOLOGICAL EXAM AND DRUG TESTING;**
- **MUST HAVE NO FELONY CONVICTIONS, HISTORY OF CRIMINAL ACTIVITY, IMPROPER CONDUCT, OR POOR DRIVING RECORD WHICH MAY AFFECT SUITABILITY FOR LAW ENFORCEMENT WORK;**
- **MUST HAVE A HISTORY OF RESPONSIBLE WORK EXPERIENCE.**
- **ABILITY TO SPEAK SPANISH IS A PLUS, BUT NOT A REQUIREMENT**

APPLICATIONS AND JOB DESCRIPTION CAN BE OBTAINED AT:

**TOWN OF MOUNTAINAIR
CITY HALL, 105 E BROADWAY, PO BOX 115, MOUNTAINAIR, NEW MEXICO 87036
(505) 847-2321**

OR VISIT OUR WEBSITE AT: WWW.MOUNTAINAIRNM.GOV

THE TOWN OF MOUNTAINAIR RESERVES THE RIGHT TO REJECT ANY AND ALL APPLICATIONS WITHOUT NOTICE. NO INTERVIEW IS GUARANTIED.

**THE TOWN OF MOUNTAINAIR IS AN EQUAL OPPORTUNITY
EMPLOYER**