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**Tierra Y Montes Soil and Water Conservation District**  
1926 7th Street - Las Vegas, New Mexico - Phone (505) 425-9088 - Fax (505) 454-0560  
CONSERVATION - DEVELOPMENT - SELF-GOVERNMENT

**Tierra y Montes Soil & Water Conservation District  
Vacancy Announcement**

**Administrative Secretary**

Tierra y Montes SWCD is seeking applicants for the position of Administrative Secretary. This is a full-time position with benefits (Paid leave, holidays, PERA Retirement, Health Insurance Option).

The ideal candidate should possess the following:

- Ability to speak clearly, courteously and with poise when working with landowners, the public and partnering state and federal agencies.
- Strong organizational skills with the ability to handle multiple priorities
- Experience in State of NM Procurement and ensuring proper documentation for annual audits
- Experience in administering payroll, benefits, remittances and related reports
- Experience in maintaining accurate, timely and detailed budgets, files, reimbursements and documentation for grants and landowner files
- Experience with Microsoft Platform (Word, Excel, Publisher, SharePoint, etc.)
- Ability to travel for professional development and job related activities
- Be Self-motivated, eager to learn new skills, open-minded
- Hourly rate is negotiable based on experience and education.

Preferred but not required:

- Bachelor's degree/Certificate in Business Administration, Finance or similar
- Ability to speak and understand Spanish

**How to apply: Cover letter, Current Resume and 3 Professional References should be mailed or delivered to:**

**Tierra y Montes SWCD  
Attn: Gerald Romero  
1926 7<sup>th</sup> Street  
Las Vegas, NM 87701  
Questions? Call 505-617-5644**

**Deadline: March 29, 2023 at 4:00 P.M.**

*Tierra y Montes SWCD is an Equal Opportunity Employer*