Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Administrative Assistant

JOB CODE	JOB FAMILY	PROFILE
JCV101	**Business Services & Support**	**Administrative Assistant**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$15.55 - $20.01**	**July 9, 2026**

The Administrative Assistant performs administrative and business-related duties in support of a department, drafts correspondences and writes reports, assigns work, and trains entry-level clerical staff. Responds to requests for department-related information from the public or other County departments.

Job Description

DUTIES AND RESPONSIBILITIES

- Responds to requests for department-related information from the public or other County departments.
- Maintains records pertaining to daily transactions and business details of the department such as time records, budget expenditures, preparation of personnel actions, etc.
- Orders supplies and equipment.
- Drafts responses to correspondence; researches and writes periodic and special interest reports reflecting the operation and functions of the department.
- Provides typing/word processing assistance for the department; answers telephone, transfers calls, and takes messages when necessary.
- Attends meetings as a representative of the department as assigned.
- Responsible for maintenance of department files.

- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- One (1) year of progressively responsible past work experience in an office/clerical setting.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- All essential duties are performed indoors.
- Duties are performed in a temperature-controlled environment.
- Duties are performed on an even surface, which may be carpeted or tile. Working surface is typically dry.
- Worker often works alone both with and without directions from supervisors.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer terminal, computer printer, computer keyboard, photocopy machine, fax machine and calculator.
- Materials and products handled in the course of performing essential duties include files, forms, reports, various types of paperwork, and a wide variety of basic office supplies.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.