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

Administrative Support Assistant

JOB CODE	JOB FAMILY	PROFILE
JCV303	**Business Services & Support**	**Administrative Support Assistant**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$18.60 - $26.50**	**June 10, 2026**

The Administrative Support Assistant provides a wide range of administrative services to management and departmental or divisional staff. This position requires a strong understanding of the department's procedures and operations. The role supports internal and external communication, coordinates records and projects, and delivers accurate and timely service to the public, other agencies, and County staff.

Job Description

DUTIES AND RESPONSIBILITIES

- Provides administrative support for daily operations; assists in implementing approved changes to procedures, internal controls, and workflows.
- Independently drafts correspondence, reports, and other documents using knowledge of applicable federal, state, and local laws, regulations, ordinances, and County policies.
- Reviews forms, reports, and documents for accuracy and compliance with established procedures.
- Responds to public records requests, complaints, and other inquiries; researches and organizes information to ensure timely and complete responses.
- Researches, compiles, and distributes information, records, forms, and data specific to department or division functions.
- Performs basic accounting and bookkeeping tasks, including processing invoices and purchase requisitions, obtaining vendor quotes, reconciling accounts, tracking expenditures, and preparing budget and payroll reports.

- Supports personnel functions such as processing employment-related paperwork, maintaining confidential employee records, assisting with recruitments, coordinating onboarding, and supporting testing and selection processes.
- Communicates with staff from other departments, divisions, and external agencies to exchange information and coordinate activities.
- Maintains detailed records and databases; verifies and updates data, resolves discrepancies, and ensures adherence to records retention schedules.
- Schedules, coordinates, and attends meetings, trainings, conferences, and other departmental events.
- Maintains confidentiality of sensitive information, documents, and decisions.
- ***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
- Two (2) years of related work experience.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

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.

BEHAVIORAL HEALTH SPECIFIC

- Pursuant to the criminal history screening for Caregivers Act, Section 29-17-1 through Section 29-17-5 NMSA 1978, new hires at Bernalillo County Behavioral Health Services facility will be required to complete a caregiver criminal history screening for all caregivers. Conviction of a disqualifying condition is cause for termination or sufficient reason not to hire if applicant has a disqualifying condition on their record at time of application.

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 tiled. Working surface is typically dry.
- Worker often works alone both with and without directions from supervisor.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, two-way radio, computer, printer, and copy machine.
- Worker may handle first aid and oxygen equipment on an occasional basis.
- Materials and products typically handled in the performance of administrative duties include a wide variety of forms and paperwork, reports, various writing utensils and a wide assortment of other basic office supplies and materials.