Human Resources
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Administrative Support Assistant Senior

JOB CODE	JOB FAMILY	PROFILE
JCV401	**Business Services & Support**	**Administrative Support Assistant Senior**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$21.15 - $30.13**	**October 21, 2026**

The Administrative Support Assistant Senior performs a variety of complex administrative and technical support tasks. This position requires thorough knowledge of departmental and divisional policies, procedures, and applicable local, state, and federal regulations. The role coordinates administrative services to support management and staff, ensuring timely and accurate completion and delivery of work products. The incumbent responds to inquiries and information requests, and assists the public and external agencies regarding departmental programs, projects, and services. Performs related duties as assigned. Job duties may vary depending on the needs of the assigned department or division.

Job Description

DUTIES AND RESPONSIBILITIES

- Provides administrative, technical, and programmatic support in the daily operations of the assigned department or division, including accounting, budget administration, purchasing, and office management.
- Evaluates office and interdepartmental procedures, recommends improvements, and implements approved changes to improve efficiency and effectiveness.
- Researches, analyzes, and compiles data and information from internal and external sources; presents preliminary findings to supervisory or management staff.
- Interprets and ensures compliance with applicable laws, codes, regulations, policies, and procedures related to assigned responsibilities.

- Designs, organizes, and maintains accurate records, files, and databases; verifies data accuracy, researches discrepancies, and ensures compliance with record retention requirements.
- Independently composes correspondence, reports, and various written documents.
- Receives, processes, and responds to public records requests, complaints, and inquiries; gathers and organizes required information and ensures timely responses.
- Communicates with internal and external staff and agencies to coordinate activities and exchange information.
- May supervise or provide guidance to assigned staff.
- Serves as liaison between the assigned department and other County service departments.
- Responds to inquiries and telephone calls on behalf of the department; resolves routine issues and provides information as delegated by the supervisor.
- Handles sensitive and confidential documents, records, and decisions in compliance with confidentiality requirements.
- ***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.
- Four (4) years of work experience in any of: project administration, timekeeping, bookkeeping, security, law enforcement, or a related field.

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

- In accordance with the Criminal History Screening for Caregivers Act (Sections 29-17-1 through 29-17-5 NMSA 1978), new hires at Bernalillo County Behavioral Health Services facilities must complete caregiver criminal history screening.
- A conviction of a disqualifying offense is grounds for termination or may result in disqualification from employment if discovered during the hiring process.

WORKING CONDITIONS

- Duties are performed entirely indoors.
- Work is conducted in a temperature-controlled environment.
- Tasks are completed on level, dry surfaces that may be carpeted or tiled.
- Work is performed with minimal supervision.
- Responsibilities include handling confidential and sensitive information.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Materials handled include files, forms, reports, and a variety of standard office supplies.