Job Title: Executive Secretary

Position Number: 10109791

Pay Band: 26

Hourly Rate: min 25.961, max 63.640

The primary purpose of the Executive Secretary position is to support the New Mexico State Auditor in all administrative tasks related to calendar management (physical or virtual/telephonic meetings, conferences, training, etc.), travel accommodations and reimbursements, correspondence development & tracking; and records management. The incumbent will coordinate meetings for the State Auditor with all governmental entities and representatives, constituents, and NM Office of the State Auditor (OSA) staff. This position will also coordinate with executive and other OSA staff regarding information, trainings, and planning. Teleworking will not be allowed for this position, but alternate work schedules will be allowed.

Administrative Assistance

• Assisting executive management team with administrative tasks including coordination of the State Auditor's calendar. This includes scheduling appointments, meetings, trainings, conferences, etc. Also, assist executive team with travel arrangements including hotel reservations, booking of flights and transportation, conference registration. Complete a Request for Goods and Services for supplies, accommodations, fees, etc. and submit to the Financial Director and Requisition Coordinator for approval.

• Coordinate and assist with preparation of any presentation materials, agendas, talking points, etc. for the State Auditor.

• Coordinate note taking and materials necessary in preparation of meetings and events. Prepare complete conference and meeting packets for the State Auditor including meeting notes, agenda, and all relevant travel information.

• Track and coordinate all incoming documentation requiring the State Auditor approval or signature. This includes sending documents through DocuSign and affixing the signature with approval.

• Develop 33 county files to include information, including but not limited to: issues of concerns, current/relevant findings, OSA Special Investigation Division cases/concerns and constituent logs. This will ensure that the Auditor is briefed and familiar with all issues when visiting each county.

• Accompany the State Auditor to meetings and conferences. Occasional travel may be required.

The Ideal Candidate:

The ideal candidate for the Executive Secretary will have excellent verbal and written communication skills and experience working in a high-volume and complex environment. The candidate must be organized and able to follow-up and follow-through with all assigned duties. The candidate must have the ability to multi-task and to switch tasks frequently with interruptions; handle challenging situations and/or individuals with diplomacy and compassion to achieve results tactfully, professionally, and successfully; disseminate accurate information to others; identify issues and problem solve; and work independently as well as in a team environment. The ideal candidate shall also have a strong working knowledge of Microsoft Office and virtual meeting platforms such as Zoom and Microsoft Teams to include but not limited to scheduling and hosting meetings and events.

Agency Contact Information:

Interested applicants should submit their resume, transcripts and any licensure/certifications to Zarah Rouse, Human Resources Manager, at (505) 394-0008 or zarah.rouse@osa.nm.gov for consideration.