



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2025-027
REALTY
REALTY INTERN

Position Title:	Realty Intern	Pay Level:	\$14.68-\$22.02
Position Open Date:	03/19/2025-Until Filled	Classification:	Non-Exempt
Position Status:	Temporary Full-Time	Location:	Realty
Supervisor:	Realty Officer		

POSITION SUMMARY:

This is a learning opportunity position intended to assist the candidate with enhancing important career skills. The candidate will gain experience in planning, implementing, and evaluating programs related to primary prevention.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

High school diploma and/or General Education Development (GED) completion
Towa language a plus

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

State issued Identification or New Mexico Driver's License Preferred
Background Investigation

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Capable of working 50/50 indoors and outdoors.
- Performs a variety of basic office support duties such as filing, collating materials, distributing incoming mail, preparing materials for mailing, completing forms, proofreading typed or printed materials, and/or typing correspondence reports and other materials.
- Keeps apprised of office activities and functions so as to communicate this information to clients and Realty staff as needed but understand and exercises restraint as appropriate.
- May provide relief and assistance to other office support assignments.
- Contributes to the efficient and effectiveness of the unit's service by participating as an active member of a work team.
- Uses a computer to verify information and may make simple updates.
- Basic knowledge of Microsoft Word, Excel and Power Point.
- Able to work in environment such as all -weather, brush, rocky steep hillside landscapes.
- Assist Surveyor in the collection of field data and surveying.
- Researching historical data.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Computers and Microsoft Office programs.
- General office equipment operation.
- Ability to work on a team.
- Ability to follow directions and schedules as assigned.
- Ability to coordinate and facilitate community outreach activities.
- Ability to communicate effectively, verbally, and in writing.
- Ability to work both indoors and outdoors.
- Ability to develop and deliver program presentation and materials.

Skill in:

- Excellent oral and written communication.
- Interpersonal relations.
- Collaboration

- Adaptability
- Critical thinking and problem solving
- Research and analysis

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024