



CAPITAN MUNICIPAL SCHOOLS

Home of the Tigers

VACANCY NOTICE

March 10, 2026

POSITION: Central Office Administrative Assistant

CONTRACT: 2025-2026 School Year

QUALIFICATIONS:

- Under Direction of the Superintendent, performs a varied and highly responsible, often confidential, office and secretarial work for the Superintendent and the Board of Education
- Meets strict deadlines, coordinates, collects, proofreads/edits, and works closely with administrators to finalize and ensure timely delivery of all material for the Board of Education and other meetings.
- Exercise considerable initiative to resolve problems and to anticipate and respond to office secretarial/clerical needs.
- Work involves frequent contact with CMS administrative staff, department leadership, and community organizations, requiring sensitivity, good judgement, and strong interpersonal skills.
- Must possess an understanding of the organization and functions of CMS schools and offices, policies, and regulations.
- Extensive knowledge of business English, spelling, general vocabulary, and arithmetic, and modern office practices, procedures, and equipment.
- Considerable knowledge of the general organization and function of CMS procedures.
- Ability to keep complex records, assemble and organize data, and prepare reports from such records; to compose memoranda and letters from general instructions; to carry out assignments on own initiative; to handle confidential and controversial matters with judgement and tact; and to perform complex word processing, and data entry/extraction.
- Knowledge of and skilled in using Microsoft suite products, video conferencing and conference call applications, Google suite products and shared drives, mailing labels, presentation slides, and capturing results from surveys, are desirable.
- Proficiency in creating and monitoring incidents in the Facility Information Management System.
- Knowledge of technology tools/surveys and mobile media highly desired.
- Ability to work as part of a team.
- Excellent oral, written and interpersonal communication skills

APPLICATION

DEADLINE: Until Filled

PROCEDURE:

Application may be downloaded from the Capitan Municipal School web page at www.capitantigers.org

Submit letter of interest, resume and application to:
Office of the Superintendent
Capitan Municipal Schools
P.O. Box 278
Capitan, N.M. 88316

Phone: 575-354-8500

Fax: 575-354-8505

Capitan Municipal School District policy is to select the best-qualified applicant without regard to race, color, marital status, religion/creed, sex, disability/handicap, or national origin.