



West Texas HIDTA

Vacancy Announcement



Administrative Assistant Investigative Support Center El Paso, Texas

The West Texas High Intensity Drug Trafficking Area (HIDTA) is seeking qualified candidates for the position of Administrative Assistant. This position is a grant-funded position contingent upon annual HIDTA program grant funding from the Office of National Drug Control Policy (ONDCP). This position will be in El Paso, Texas. This position is responsible to the Manager of the West Texas HIDTA Investigative Support Center (ISC).

Salary & Benefits: Salary range is the equivalent to the Federal Government's GS-7 step 1 through 5 pay scale (non- law enforcement, Rest of US locality), dependent upon qualifications and experience of applicant, plus a benefit package of up to 30% of salary. Relocation expenses are the responsibility of the successful candidate. Position will be an employee of a third-party employment services company.

How to Apply:

Applicants must be able to pass an extensive law enforcement background investigation, able to receive a Secret security clearance, be of good moral character, and exhibit proper skills to perform the duties of the job. The successful candidate will be required to pass a drug test to screen for illegal use prior to final approval.

Please send resume and references to: West Texas HIDTA
5801 Acacia Cr.
El Paso, Texas 79912
Attn: Iris Herrera (915) 532-9550
management@westtexashidta.org

Resumes accepted until 2:00 pm, October 30, 2026.

Job Description

Major Duties: The Administrative Assistant is a grant-funded position contingent upon annual HIDTA funding from the Office of National Drug Control Policy (ONDCP). This position will be in El Paso, Texas.

Position Summary: The Administrative Assistant provides comprehensive administrative and organizational support to ensure the efficient operation of the department or organization. This position is responsible for coordinating daily administrative activities, maintaining accurate records, managing correspondence, scheduling meetings and appointments, and assisting staff, clients, and visitors as needed.

The Administrative Assistant serves as a key point of contact and supports effective communication between internal departments, management, employees, and external stakeholders. The position requires strong organizational skills, attention to detail, professionalism, discretion, and the ability to manage multiple priorities in a timely manner. This position requires the employee to work in office full time.

Key Responsibilities

- Perform day-to-day administrative and clerical duties to support ISC operations.
- Manage ISC Manager calendar, schedule meetings, appointments, and events.
- Prepare, format, proofread, and distribute correspondence, reports, presentations, and other documents.
- Answer direct telephone calls, emails, and other inquiries in a professional and timely manner.



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- Maintain organized electronic and physical files, records, and confidential information.
- Assist with data entry, recordkeeping, and preparation of reports.
- Coordinate meetings, including preparing agendas, materials, meeting rooms, and follow-up documentation.
- Order and maintain office supplies and equipment as needed.
- Manages the office budgets, invoices, purchase orders, expense reports, and other administrative documentation.
- Welcome and assist visitors, clients, and employees.
- Provide administrative support to ISC manager and team members.
- Maintain confidentiality of sensitive organizational, employee, and client information.
- Assist with special projects and other duties as assigned.

Required Qualifications

- High school diploma or equivalent; additional education or administrative training is preferred.
- Minimum 2 years administrative, clerical, or office support experience preferred.
- Strong written and verbal communication skills.
- Proficient use of Microsoft Office products (Word, Excel and PowerPoint).
- Strong organizational and time-management skills.
- Ability to prioritize tasks and meet deadlines with minimal supervision.
- High level of accuracy and attention to detail.
- Professional demeanor and strong customer service skills.
- Ability to handle confidential information appropriately.
- Ability to work effectively both independently and as part of a team.
- General knowledge of local government budget and purchasing process; Demonstrated knowledge of El Paso County budget and purchasing processes preferred.

Core Competencies

- Organization and time management
- Communication and interpersonal skills
- Attention to detail and accuracy
- Customer service
- Problem-solving and adaptability
- Confidentiality and professionalism
- Computer and office technology proficiency
- Initiative and follow through