

**NORTHERN CHEYENNE TRIBE
ADMINISTRATION
JOB ADVERTISEMENT#3
2011**

POSITION: Administrative Assistant

SALARY: \$10.00-\$12.00

DEPARTMENT: Northern Cheyenne Land Authority

ACCOUNTABLE TO: Land Authority Officer

OPENING DATE: November 16, 2011

CLOSING DATE: November 29, 2011

How To Apply: Submit a **completed** application for employment with the Northern Cheyenne Tribe form, (3) current (within 1 year) letters of reference, copies of all credentials, transcripts & RESUME', to the Northern Cheyenne Tribe, att: Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

SUMMARY OF WORK: Greets the public daily concerning the Land Authority business and other tribal land issues. Prepare, route and assist with documents for land transactions, lease and permit applications, request for services, and services as a liaison for the NC Tribe and BIA Realty Department and Range Department. Incumbent manages all office, clerical and other assigned duties for the Land Authority and Land Compliance Offices.

JOB CHARACTERISTICS:

Nature of work: Position requires knowledge of advance office management and administration of programmatic policy pertaining to livestock grazing, land-use permits and other leases issued by the NC Tribe. Receives and refers office visitors, telephone calls, and other correspondences for the Land Authority and Land Compliance Officers. Receives, reads and routes incoming mail and sends out-going mail. Organizes files and make copies of all important documents necessary for Land Authority operations including all BIA Realty and Range documents such as maps, range data, farm/pasture data and home-site information. Services as timekeeper for Land Compliance Officers maintain time and attendance records. Writes and edits Land Authority correspondences, reports, memoranda and other material in rough and final draft. Attends all Land Authority meetings, takes minutes, prepares travel arrangements, and pay invoices in a timely manner.

Personal Contacts: Position requires regular contacts with the public and the Land Authority and Land Compliance Offices. Position works closely with the BIA Realty and Range Departments, and other federal, state and tribal agencies.

Supervision Received: Immediate supervision of duties by the Land Authority Officer or designee. Incumbent follows the NC Tribal Personnel Policies and all job performance evaluations and disciplinary actions shared with the Executive Administrator.

Essential Functions: Position must be able to handle high stressful situations at times, the aptitude to deal with difficult people while maintaining self-control, the professional competence to be responsible for all documentation necessary for Land Authority business, capability to multi-task and follow both written and oral direction.

JOB REQUIREMENTS:

Knowledge: Incumbent must have knowledge of the Northern Cheyenne Tribal Constitution and Bylaws, Land Authority "Plan of Operations", Tribal Personnel Policies, Tribal Travel Policies, tribal lease and permit regulations contained in 25 CFR (162, 211 & 212), Tribal and Allotted land issues, and other Federal, State and Tribal laws and policies. A basic understanding of budget management and Tribal policy for the Land Authority.

Skills: Skill in oral and written communication. Qualified secretarial skill in use of computer (word processing, internet) and office machines (copiers, calculators, typewriters, etc.) for data entry, record keeping and typing correspondences.

Abilities: Professionalism in answering phone and correspondences, maintaining organized filing systems, referring applicants and tribal member to appropriate resources. Ability to follow other assigned tasks and duties.

Education and Experience:

The above Knowledge, Skills and Abilities are typically acquired through a combination of education and experience equivalent to the following:

- ✓ **Must be an age of 18 year or older.**
- ✓ **Must have a High School Diploma or GED.**
- ✓ **Must have an Associate Degree or 2 years of College experience.**
- ✓ **Must have a valid Montana Driver's License and be insurable.**

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be base primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but not limited to the following:

- ✓ **Performs assigned duties.**
- ✓ **Prepares, submits and maintains accurate and timely records and reports.**
- ✓ **Deals tactfully and courteously with the public.**
- ✓ **Observes work hours and demonstrates punctuality.**
- ✓ **Adheres to Tribal Personnel Policies and "Chain of Command"**
- ✓ **Establishes and maintains effective working relationships with other staff.**
- ✓ **Must agree to and sign waiver for pre-employment drug testing.**

- ✓ **Indian Preference, with first preference given to qualified enrolled members of the Northern Cheyenne Tribe.**