

**NORTHERN CHEYENNE TRIBE
NATURAL RESOURCES-Summer Youth Work-Learn Program
JOB ADVERTISEMENT
2008**

POSITION: Secretary (Temporary)

SUPERVISOR: Summer Youth Work-Learn Supervisor

ACCOUNTABLE TO : Natural Resource Department Director

OPENING DATE: May 12, 2008

CLOSING DATE: May 23, 2008

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

How To Apply: Submit an application, resume, and three (3) letters of reference, copy of current Montana Drivers License to the Northern Cheyenne Tribe, Human Resource Office, P.O. Box 128, Lame Deer, MT. 59043. All documentation must be attached to application to considered for position. Applications can be picked up at the Human Resource Office or at the Natural Resource Department.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

SUMMARY OF WORK: The Youth Work-Learn Program was established to provide work opportunities and experiences to the youth with the program. The Northern Cheyenne Natural Resource Department provides opportunity for five (5) to eight (8) youth who are hired to work in various areas in our natural resources. This position will provide administrative support to the Youth Work-Learn Program. Assist the Administrative Assistant with duties pertaining to but not limited to vouchers, invoices submittals, timesheets, and/or EAN submittals, placing small office supply orders. The Secretary will perform other duties assigned by the Natural Resource Director that are necessary to the overall benefit of the Natural Resource Program.

JOB REQUIREMENTS:

KNOWLEDGE: This position requires working knowledge of basic secretarial duties, working with office equipment and computers.

SKILLS: This position requires skills in basic knowledge of administrative support practices and procedures.

ABILITIES: This position requires the ability to establish and maintain effective working relationships with co-workers, supervisors, Natural Resource Board Members and the public. Ability to assist with maintaining complete records pertaining to the Youth Work-Learn Program. Ability to abide by the policies and procedures of the Natural Resource Program. Ability to communicate, maintains confidentiality, handle

stressful situations, and work with diverse agencies and communities. Ability to follow verbal and written instructions.

PHYSICAL/ Background Check: Successful applicant for employment may be subject to background check and drug and alcohol testing. Applicant must have no felony convictions pursuant to the Northern Cheyenne Personnel Manual.

EDUCATION AND EXPERIENCE: The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- College student majoring in sciences with emphasis in biology, wildlife and fishery.
- High School Diploma or GED.
- Minimum of Natural Resource seasonal employment.
- Must possess a valid Montana Driver's License and be insurable.