

**NORTHERN CHEYENNE TRIBE  
TRIBAL HEALTH DEPARTMENT**

**POSITION:** Executive Assistant

**SALARY:** DOE

**DEPARTMENT:** Northern Cheyenne Tribal Health

**ACCOUNTABLE TO:** Executive Director

**CLASSIFICATION:** Regular, Full-time, Covered, Non-Exempt

**OPENING DATE:** April 11, 2024

**CLOSING DATE:** April 24, 2024 at 4PM

**How To Apply:** Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

**Please submit a sample cover letter to demonstrate writing capabilities**

**Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.**

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED  
(applicant will be notified of any missing documents)**

**SUMMARY OF WORK:** This position serves as a direct assistant to the Executive Director. This position requires excellent clerical, time-management and organizational skills. This position also shall be a medium for correspondence with the Executive Director.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position performs duties requiring alertness, accuracy and patience. Position requires ability to perform multiple tasks simultaneously, adhere to deadlines, handle sensitive calls/emails and adhere to standards of confidentiality. Position requires the ability to operate a vehicle. This position requires the employee to collaborate with tribal health programs to assist with clerical needs.

**Personal Contacts:** This position has daily contact with the Executive Director, both in person and over the telephone. Regular contact with office personnel in person and over the telephone.

**Supervision Received:** General supervision received by Executive Director.

**Supervision Exercised:** No supervision is exercised.

**Essential Functions:** Position requires ability to organize and manage the Executive Director calendar; answer and respond to emails with effective communication; take appointments and messages effectively; communicate orally, operate a telephone, use a computer; fax machine;

copier; scanners; data entry programs; file; and record information. This position must observe all confidentiality. Other projects and duties may be assigned.

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

Scheduling of all meetings; maintains internal Executive Director calendar; responds to emails for Executive Director; answers questions about Tribal Health services and directs inquiries to appropriate office.

- Maintains Executive Director calendar and schedules all appointments for Executive Director.
- Takes documents to be routed for signatures by Executive Director.
- Makes copies of documents for administrative staff as needed. Performs other related duties as required.
- Works on assignments and projects as determined by the Executive Director.
- Work with Executive Director regarding scheduling and appointments.
- Keep an updated calendar of events for administration department.
- Adherence to confidentiality and privacy regulations.

**JOB REQUIREMENTS:**

**Knowledge:** This position requires a general knowledge of Tribal personnel, offices and services. Must possess knowledge of editing mediums for printing ensuring quality assurance. Employee should know the protocols of tribal policies and procedures.

**Skills:** This position requires skills in telephone etiquette, filing, typing, use a copier, and excellent word processing. The position requires skill in using computer software, hardware and other office equipment. Must have skills in basic administration including program, policy, and procedure implementation.

**Abilities:** This position requires the ability to: be alert; time-management; communicate effectively orally; follow verbal instructions; be patient and courteous; operate a vehicle; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors and the public. More importantly, must adhere to strict standards of confidentiality.

**JOB PERFORMANCE STANDARDS:**

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

- Performs assigned duties.

- Excellent time-management skills, scheduling and keeping a calendar.
- Can effectively communicate orally and in writing through all mediums.
- Is courteous and precise on the telephone.
- Demonstrates computer and typing skills
- Filing documents for administrative staff.
- Takes accurate messages.
- Relays messages in a timely manner.
- Deals tactfully and courteously with the public and co-workers.
- Adheres to standards of confidentiality.
- Answers calls promptly.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
- Demonstrates punctuality. Practice good public relations.
- Establishes and maintains effective working relationship with supervisor, fellow employees, and the public.
- Effectively works with programs/components.
- Other duties as assigned by supervisor.

#### **EDUCATION AND EXPERIENCE:**

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

- Associate of Arts degree is recommended.
- High school diploma required.
- Minimum of two years of experience as an Assistant required.
- Must possess a valid Montana Driver's License
- Must submit to and pass a federal background check
- Please submit a sample cover letter to demonstrate writing capabilities.