

**NORTHERN CHEYENNE TRIBE  
FOOD DISTRIBUTION PROGRAM  
JOB ADVERTISEMENT**

**POSITION:** Administrative File Clerk

**SALARY:** \$14.20 Per Hour

**DEPARTMENT:** Food Distribution Program

**ACCOUNTABLE TO:** Program Assistant

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

**OPENING DATE:** 4/11/2024

**CLOSING DATE:** 4/24/2024 @ 4:00pm

**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 certified college transcripts to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

**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:**

File all applicants for the office. Assists clients with application process and answers questions as needed. Performs secretarial and clerk duties in the operation of the Food Distribution Program. Greets the public/clients in a professional manner.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position requires accurate filing of documents to assure ready access. Position maintains confidentiality of records. Directs people/clients to the appropriate person or department. Requires accuracy, detail and timeliness in performance in duties.

**Personal Contacts:** Daily contact with the public both in person and over the telephone. Coordinate activities with other employees in the program.

**Supervision Received:** General supervision by the Director.

**Supervision Exercised:** Occasional supervision of temporary employees.

**Essential Functions:** Incumbent must have ability to type, be able use of computers, file and answer the telephone. Ability to lift and relocate heavy boxes if required (25 lbs.)

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

- = Files applications, does recertifications and takes applications from new applicants.
- = Answers telephones, takes messages. Greets clients and the general public in a friendly manner.
- = Forwards all paperwork to the State of Montana and other required programs.
- = Sends out eligibility and recertification notices to clients.
- = Performs other related duties as required.

**JOB REQUIREMENTS:**

**Knowledge:** This position requires knowledge of office procedures, computers and general accounting practices.

**Skills:** This position requires skills in using a computer, typing, filing of documents, calculating figures as needed and using proper telephone etiquette.

**Abilities:** This position requires the ability to pay attention to detail and accuracy of documents, perform duties in a timely manner. Be flexible in duties, maintain confidentiality, communicate effectively orally and in writing, follow verbal and written instructions, establish effective working relationships with fellow employees, supervisors and the public.

**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.
- Accurately files documents in a timely manner.
- Works well unsupervised.
- Maintains accurate and timely reports.
- Deals tactfully and courteously with the public.
- Maintains confidentiality of documents.
- Demonstrates necessary computer skills.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the general public.
- **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.

**EDUCATION AND EXPERIENCE:**

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

- High School Diploma or equivalent.
- Experience in office practices, computers, accounting and working with public **preferred.**