

**Northern Cheyenne Tribe
Northern Cheyenne Tribal Employment Rights Office
TERO Compliance Officer
Job Announcement
2018**

Position: Compliance Officer

Salary: 18.00

Department: NC TERO

Accountable To: NC TERO Director

Classification: Full Time

Opening Date: June 26th 2018

Closing Date: July 9th 2018

How to apply: Submit a completed application, **Resume'**, three letters (within 1 year) of reference/recommendation, copies of certifications, (if claiming Indian Preference) a Tribal I.D. or Tribal Certification, (if claiming Veterans Preference) A DD214, copy of College Transcripts, Valid Montana Driver's License, Montana State Driving record and be insurable to the Northern Cheyenne Tribe, att: Human Resources Office, P.O. Box 128, Little Wolf Capital Building, Lame Deer, MT 59043

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

SUMMARY OF WORK

This position shall serve to assist the operation of the TERO Program in enforcement of the NC TERO Ordinance. This position will be the enforcement arm of the TERO program. This position requires close relationships with contractors who are performing any work within the boundaries of the Northern Cheyenne Reservation within TERO Jurisdiction. This position will oversee street vendors ensuring compliance with Tribal Itinerant Business Vendors Ordinance. This position will keep all EEOC reports up to date. Must attend and be aware of all bid openings, Pre-Construction Meetings, and any business related to the Jurisdiction of TERO. Will issue TERO Certifications to Tribal Member Owned, Indian Owned, and Non-Indian Owned Contractors Looking to perform work within the boundaries of the Northern Cheyenne Indian Reservation.

JOB CHARACTERISTICS

Nature of work: The Daily activities of this position encompass office and field work, in all weather conditions and may require some weekend work and after hour enforcement. Such fieldwork will involve enforcement of the TERO Ordinance and Itinerant Business Ordinance, EEOC reporting on TERO Referrals and Contractors. Referring TERO Skills bank applicants to jobs negotiated with Contractors working within the boundaries of the Northern Cheyenne Reservation.

Personal Contacts: Will maintain daily contacts with all TERO personnel with Daily meetings with the TERO Director for updates on TERO activity. Intermittent contact with Tribal Administration, Indian Health Service, NC Tribal Procurement, NC BOH, and NCTHA.

Supervision Received: This position **will** receive direct general supervision from the NC TERO Director.

Supervision Exercised: Will ensure that NC TERO job skills bank applicants (TERO Referrals) will show up to contractor needs and will deal with any issues between client and contractor.

Essential Functions: This position performs the duties that **require** the ability to communicate effectively with the NCTERO Director, all contractors and procurement officers that require contractual work within the boundaries of the Northern Cheyenne Reservation. This position will report to the EEOC through data entry collected from day to day contact with tribal referrals and contractors.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE

- **Must be able to maintain efficient time management skills and abilities; demonstrate accuracy, attention to detail and effectiveness; and perform work with efficiency, consistency and timeliness.**
- **Must be dependable and conscientious in performing job duties and willingness to accept responsibilities; must demonstrate the appropriate level of written and verbal communication skills; must adhere to the Northern Cheyenne Tribe's Personnel Manual.**
- **Performs data collection and record keeping for office functionality.**
- **Writes reports, objectives and tasks completed as outlined for EEOC reports.**
- **Assists with NC TERO with all other duties as assigned by the TERO Director.**
- **Communicates effectively with the NC TERO Director in all day to day activities.**
- **Must maintain working relationships with all NC TERO referrals that are referred out to work with contractors, ensuring their safety, and wellbeing in working environment.**

JOB REQUIREMENTS

Knowledge: This position **requires** knowledge in NC TERO Ordinance and Regulations, Itinerant Business Ordinance, and Basic knowledge of computer software, word processing, report writing, data collection and management.

Skills: This position **requires** skills needed to operate Computers, Smart Phones, electronic Devices necessary to complete tasks for daily activities. Also must have working knowledge of Copiers and filing systems.

Abilities: The **ability** to deal professionally with contractors working within the boundaries of the Northern Cheyenne Indian Reservation and to professionally deal with NC TERO Job skill applicants in a positive working relationship.

EDUCATION AND EXPERIENCE

1. Two year **Associates Degree** required with a Bachelor's degree **Preferred**, from an accredited college or university with major coursework in Business, Law Enforcement or related field. **Must** provide a copy of credentials.

OR

2. A combination of education, experience, and training: Minimum of 12 months combined work experience, preferably in the Law Enforcement or Military field. **Must** provide a copy of any college transcripts, DD214, and or, any other necessary documentation including training certificates.

ADDITIONAL KEY REQUIREMENTS:

- **Must** sign waiver for pre-employment drug testing and pass urinalysis screening.
- This position **requires** use of own transportation therefore applicant **must** provide a copy of a **valid** MT Driver's License and or Driving record.
- **Must** sign a disclosure statement and agree to a background check. Selection and retention in the position is contingent on a successfully adjudicated criminal history check and background investigation.

ADDITIONAL WEIGHING FACTORS:

1. Indian Preference **will** be given to qualified enrolled members of a federally-recognized tribe, with priority consideration to members of the Northern Cheyenne Tribe.
2. Veterans Preference **will** be given to applicants discharged from active duty in the US Armed Forces under honorable conditions (i.e., Honorable or general discharge) are eligible for veteran's preference. **Must** provide DD-214 Military Service Record.