

**NORTHERN CHEYENNE TRIBE
TRIBAL ADMINISTRATION
JOB ADVERTISEMENT
2018**

POSITION: Executive Assistant to Tribal Administrator **SALARY:** \$19.00 -\$21.00 per hour

DEPARTMENT: Northern Cheyenne Tribal Administration

SUPERVISOR: Tribal Administrator

OPENING DATE: November 08, 2018

CLOSING DATE: November 16 2018

How To Apply: Submit a completed application, **RESUME**, (3) current (within 1 year) letters of reference, copies of certifications, transcripts, credentials, (if claiming Tribal preference) a Tribal I.D. or Tribal Certification and (if claiming Veteran's preference) a DD214 to the Northern Cheyenne Tribe, att: Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, MT 59043

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

SUMMARY OF WORK:

The Executive Assistant provides administrative support services to the office of the Tribal Administrator, a senior Executive position in Tribal Administration.

SPECIFIC DUTIES:

1. Coordinates executive communications, including taking calls, responding to e-mails and interfacing with clients including, but not limited to Tribal Council, Tribal President & Vice-President, Federal, State & Tribal officials and public.
2. Maintains supervisor's appointment schedule by planning and scheduling meetings, conferences, teleconferences and travel.
3. Design, organize and maintain a records management system for paper and electronic documents for the Tribal Administrator's office.
4. Respond to all requests, information including the preparation of reports, correspondence, locate and assemble information for reports.
5. Responsible for encoding data into computerized programs, researching, extracting, tracking and compilation of reports using cotemporary office automations systems.

6. Follow up with staff members to insure that various commitments made at meetings are met.
7. Provide purchasing/procurement support for the Tribal Administrator's office. This includes maintaining office supplies inventory
8. Responsible for the preparation, processing and tracking of all necessary documents for program management. This includes providing historical reference by developing and utilizing filing and retrieval systems, and recoding meeting discussions.
9. Conserves Administrator's time by reading, researching and routing correspondence, drafting letters/memos; collecting and analyzing information; initiating telecommunications.
10. Maintains client confidence and protects operations by keeping information confidential.
11. Other related duties as assigned by the immediate supervisor.

REQUIREMENTS AND QUALIFICATIONS:

1. Prefer candidate have at least an Associates of Arts (AA) degree from accredited college/university is **required** in Business Management of related field; or.....
2. For (4) years of experience.in the field of administrative support services and reporting to senior management is required.
3. **Must** have knowledge of the principals, concepts, methodology and practices of administrative procedures, fiscal management, policies and budgetary procedures.
4. **Must** have advanced Microsoft Office skills and ability to become familiar with the Tribal operation's specific programs and software.
5. **Must** have skills in applying conventional fact-finding analytical and problem solving methods, conclusions and recommend appropriate action or solutions to improve program efficiency and effectiveness.
6. **Must** be proficient in collaboration, networking, and have ability to multi-task.
7. **Must** have a valid Montana Driver's License and be insurable under the Northern Cheyenne Tribes vehicle insurance policy.

JOB PERFORMANCE STANDARDS:

- ✓ Observations of work hours.
- ✓ Demonstrates punctuality.
- ✓ Performs assigned duties.
- ✓ Maintains accurate and timely records.
- ✓ Deals tactfully and courteously with public.
- ✓ Adheres to strict standards of confidentiality.
- ✓ Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
- ✓ **Must** agree to and sign wavier for pre-employment drug testing.
- ✓ Indian Preference, with first preference given to qualified enrolled members of the Northern Cheyenne Tribe.