

**NORTHERN CHEYENNE TRIBE
TRIBAL EMPLOYMENT RIGHTS OFFICE
JOB ADVERTISEMENT**

POSITION: Office Manager
DEPARTMENT: Tribal Employment Rights Office
ACCOUNTABLE TO: TERO Director
CLASSIFICATION: Permanent Full-Time
SALARY: \$16.00 hr.

OPENING DATE: 2/8/19

CLOSING DATE: 2/22/19

How to apply: Submit a completed application, Resume', three (3) **Current letters of References/Recommendations**, a copy of GED/High School Diploma, Valid Montana Driver's License, Current Montana State Driving record, (if claiming Indian Preference) a Tribal I.D. or Tribal Certification, (if claiming Veterans Preference) a copy of DD214, or copies of credentials pertinent to the job position to:

Human Resource Office
Little Wolf Capital Building
P.O. Box 128
Lame Deer, MT 59043
(406) 477-4825

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

SUMMARY OF WORK: Provides administrative support to the Tribal Employment Rights Office. This position also performs other duties as assigned.

JOB CHARACTERISTICS

Work Nature: This position performs administrative support duties in the operation of the TERO Office, requiring the ability to deal with the public and handle stressful situations. This position requires work outside of normal business hours to attend meetings and to meet project deadlines. This position is responsible for sensitive information, requiring adherence to standard of confidentiality.

Personal Contacts: Contacts include the general public, other Tribal employees, other Tribal TERO personnel from across the country, TERO staff from the operation, regional, and headquarters level, other federal employees, tribal and state government employees

and elected officials, local elected officials, and employees including county and city governments, staff from TERO organizations, contractors and vendors.

Supervision Received: minimal supervision, mostly independent with supervision as needed or requested.

Essential Functions: Clerical and administrative duties require the ability to type, use a computer, calculate, keep records, communicate effectively, review written material, answer the telephone, organize, plan, schedule, budget, and translate spoken words to written material.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE

1. Coordinates and handles matters such as correspondence, appointments, callers, and visitors.
2. Handles all procurements and payments for monthly bills.
3. Assist with submission of budgets as needed by the TERO office.
4. Assists in preparing program reports and data documentation.
5. Ensures office equipment and vehicle maintenance is completed per each individual schedule and/or as needed.
6. Makes travel arrangements for office staff, including preparing all required forms and completes trip reports, ensuring all travel is reconciled.
7. Maintains accurate and orderly record keeping for the TERO office.
8. Attends training, workshops, conferences, and meetings related to operations of TERO.

JOB REQUIREMENTS

Knowledge: This position requires of knowledge of the Northern Cheyenne Tribal Personnel, Travel, Property, Purchasing, Financial Management manuals and the Itinerant Vendor Ordinance, and the TERO Ordinance & Regulations. Requires knowledge of modern office methods and equipment, business English, spelling, composition, grammar, office management, and administrative practices. Additionally, knowledge of federal requirements as they pertain to the administration of federal grants is required.

Skills: Implementation of procedures and budget/program management. Also, position requires skills in typing, word processing, maintaining files, and use of office machines like copiers and fax machines.

Abilities: This position requires the ability to organize, survey, and develop programs, proposals, and work-plans. This position requires the ability to perform complex clerical work; deal with administrative detail; handles stressful situations; exercise sound judgment; work without supervision; communicate effectively orally and in writing; follow verbal and written instructions; and establish effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE

The above knowledge, skills, and abilities which are held inclusively as part of the education and experience requirement are typically acquired through a combination of education and experience equivalent to:

- 1) High School Diploma or GED
- 2) Minimum of two years' work experience in a clerical field or similar job required to perform essential knowledge, skills, and abilities.
- 3) Experience utilizing and applying the N.C. Tribal Personnel, Travel, Property Management, Purchasing Management, and Financial Management System Manuals.

ADDITIONAL KEY REQUIREMENTS:

- **Must** sign waiver for pre-employment drug testing and pass urinalysis screening per NCT Drug Policy and random testing upon request.
- **Must** complete drug testing training to become certifiable for programmatic purposes.
- This position **requires** use of own transportation therefore applicant **must** provide a copy of a **valid** MT Driver's License and
- Current Driving record and **must** be insurable to the Northern Cheyenne Tribe.

ADDITIONAL WEIGHING FACTORS:

1. Indian Preference **will** be given, with first preference given to qualified enrolled 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.