

NORTHERN CHEYENNE TRIBE
JOB ANNOUNCEMENT
ELDERLY

POSITION: Administrative Assistant

SALARY: \$11.47

DEPARTMENT: Elderly Program

SUPERVISOR: Director

CLASSIFICATION: Full-Time, Covered, non-exempt

OPENING DATE: November 9, 2023

CLOSING DATE: November 22, 2023

HOW TO APPLY: Submit an application, (3)current letters of reference, current driver's license and a resume' to the NCT Human Resources Office, P.O. Box 128, Lama Deer, MT 59043

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Summary of Work: Monitors the administrative component of the Tribal Elderly Program Administration Department. This person will perform the duties of the Director when applicable.

Job Characteristics:

Nature of work: This position may be required to work outside normal working hours attending meetings. Travel is required to attend meetings, workshops, and training sessions. Position requires ability to organize, schedule, coordinate, and work independently. Deals with sensitive information and maintains confidentiality.

Personal Contacts: Frequent contact with the general public, program director, program supervisors, tribal employees, and suppliers. Coordinates duties with various tribal departments and program supervisors.

Supervision Received: General supervision received. Instructions received through written and verbal instructions.

Supervision Exercised: Daily supervision of office staff when Elderly Program Director is absent.

Essential Functions: Position requires ability to communicate orally and in writing, type, file, use of computer, calculate, prepare budgets, make revisions, decisions in timely manner.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE

Closely monitors financial accountability. Processes, revises and makes modifications to budget. Monitors monthly financial reports on a daily basis. Make sure copies of budget modifications goes to Central Finance. Enter program budgets on computer along with any revised budgets. Makes finance reports to the Elderly Board on a quarterly basis.

- Controls monthly narrative reports and monthly invoices.
- Distributes work from the Director's office to staff.
- Attends informational meetings including the Elderly Board and other program related meetings. Attends appeal hearings with the Director.
- Steps in as acting Director when the Director is absent.
- Maintains all in-coming correspondence from Central Finance and distributes to appropriate employee.
- Performs employee orientations and assists in employee interviews.
- Performs other related duties as assigned.

JOB REQUIREMENTS:

Knowledge: This position requires the general knowledge of accounting and human resource management practices and principles, financial policies, and property and procurement policies. General knowledge of the procedures of report writing and assisting in overseeing tribal grants and/or contracts is required. Position requires considerable knowledge of administrative support functions, organizational structure, mission, and functions of the department.

Skills: This position requires skills in the use of the computer, typewriter, calculator, fax machine, copier, shredder, and proper telephone etiquette.

Abilities: This position requires the ability to: perform other employees duties, when necessary; communicate effectively orally and in writing; organize, assign, review, and coordinate the work of others; organize and plan work materials; analyze , assemble and compile detailed information; supervise occasionally; adhere to strict standards of confidentiality; handle stressful situations; be able to follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the general public.

EDUCATION AND EXPERIENCE:

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

- High School Diploma
- Bachelor's Degree in related field or equivalent experience preferred.
- Minimum of two years experience in administration preferred.

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.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Effectively provides all secretarial and support services to the Director.
- Effectively supervises employees.
- Effectively monitors reports.
- Maintains an efficient and orderly office environment.
- Adheres to confidentiality of client interviews and records.
- Displays tact, consideration, cooperation and courtesy when dealing with clients and the general public.
- Observes work hours.
- Demonstrates punctuality.
- Practices good public relations in support of the Elderly Program and its functions.
- 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.