

**NORTHERN CHEYENNE TRIBE
JOB ADVERTISEMENT**

POSITION: Legislative Assistant

SALARY: DOE

DEPARTMENT: Legislative Branch of the Northern Cheyenne Tribe

ACCOUNTABLE TO: Sergeant-at-Arms

CLASSIFICATION: ???

OPENING DATE: November 4, 2022

CLOSING DATE: November 21, 2022

HOW TO APPLY:

Submit a completed application, RESUME with (3) current (within one year) letters of recommendations (one must be a previous/present employer), Tribal certification or Tribal ID, (if claiming Tribal preference), a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to:

Northern Cheyenne Tribe
Attn: Human Resources
P.O. Box 128
Lame Deer, MT 59043

Applications may be electronically submitted to:

ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED
(applicant will be notified of any missing documents)

SUMMARY OF WORK:

To assist the Northern Cheyenne Tribal Council (Legislators) in successfully fulfilling their public obligations by providing support services in the areas of administration of the Legislative offices, communication, research and disbursement of enactments of the Council

ESSENTIAL RESPONSIBILITIES:

The Legislative Assistant will provide day to day assistance to the Tribal Council members in drafting resolutions, conducting research on all enactments of the Council, establish a system of tracking actions that need further action and/or follow-up by the President and Tribal Council.

PERSONAL CONTACTS:

Personal contracts will include Tribal Council, Administration, Finance, Program Directors and the public in various settings.

JOB PERFORMANCE AND STANDARDS:

An ideal candidate for the Legislative Assistant position is highly organized with the ability to implement systems and follow-up processes; effectively work under pressure; use independent judgement; and produce a quality work project within tight time constraints.

JOB REQUIREMENTS:

Experience in legislative functions and systems.

Research and review enacted legislation and follow up to ensure necessary actions are being prepared and implemented.

Manage constituent inquiries

Facilitate and coordinate communication between the Tribal Council members, Tribal President and Vice President's offices, government officials, Program Directors, stakeholders and constituents in the development and advancement of legislation.

Serve as liaison between the Council members and tribal membership; exercising independent judgment to determine and implement appropriate course of action.

Track advancement of resolutions and ordinances through the legislative process. This may entail monitoring of committee meetings, securing committee discussions-minutes and records preparation

Identify and monitor specific reservation district issues

Work with Public Information Officer on articles, newsletters, press releases and speeches.

KNOWLEDGE:

Comprehensive knowledge of funding and prospect research.

Must be able to make independent decisions and use strategic thinking in discerning appropriateness of funding opportunities in relation to organizational priorities.

SKILLS:

Must possess excellent writing and computer skills

Must possess research skills

Requires good interpersonal communication and teamwork skills

ABILITIES:

Ability to research and analyze relevant constituent issues, to track legislation and prepare member briefings and materials

Ability to perform multiple tasks accurately and efficiently under time constraints

Ability to work both independently and cooperatively

Ability to exercise professional judgment and maintain confidentiality.

Must possess the ability to work on several projects simultaneously and efficiently.

Must maintain a high level of confidentiality at all times

Requires a high level of problem solving skill

EDUCATION AND EXPERIENCE:

A Bachelor of Arts or Science degree from an accredited institution in Business, Political Science, Public Administration or related field.

PHYSICAL REQUIREMENTS/ WORKING CONDITIONS:

Must be able to stoop, bend and lift on a daily basis

Must be able to pass a criminal background check and fingerprinting

Must be able to pass drug/alcohol testing

PREFERENCE IN HIRING:

In accordance with the hiring preference policy of the Northern Cheyenne Tribe, first preference in hiring for this position will be given to qualified enrolled members of the Northern Cheyenne Tribe.