

NORTHERN CHEYENNE TRIBE
OFFICE OF PROSECUTION
JOB ADVERTISEMENT

POSITION: FILE CLERK

DEPARTMENT: PROSECUTION

ACCOUNTABLE TO: CHIEF PROSECUTOR

SALARY: \$15.00

OPENING: January 26, 2024

CLOSING: February 7, 2024 @4:00 PM

HOW TO APPLY: Submit a completed application, resume, (3) current letters of recommendation all dated within one year (one must be past/present employer), tribal certification or tribal ID (if claiming tribal preference), a DD214 (if claiming Veteran's preference), college transcripts (if claiming college level education).

Submit the required documents to the Human Resource Office located at the Little Wolf Capitol Building in Lama Deer, MT 59043. You can submit at the security desk, call (406-477-4825) to email or fax.

ONLY COMPLETED APPLICATIONS WILL BE CONSIDERED

(Applicant will be notified if missing any documents)

SUMMARY OF WORK: This is a full-time position with the Northern Cheyenne Office of Prosecution. Responsibilities of the job include file preparations, sorting/organizing and archiving documents etc. The file clerk position will report to the Chief Prosecutor for supervision and assignment of duties and responsibilities.

DUTIES AND RESPONSIBILITIES:

- Maintaining confidentiality of all information.
- Secures and protects the privacy of documents.
- Organize and archives records and documents.
- Pull/re-file documents needed by prosecutor or other personnel.
- Use alphabetical/numerical systems to organize paper/electronic records.
- Create new files and provide needed information on newly submitted documents.
- Scan paper documents and verify that they are clear and legible.
- Record when and what documents have been borrowed and returned.
- Check/correct documents and placement of previous filed records.
- Process request for files and data.
- Retrieve/relay data and files for other departments such as the court/P.D. etc.

SKILLS

Northern Cheyenne office of Prosecution prefers persons with a working knowledge of the Northern Cheyenne Tribal Law & Order code, Ordinance or just general knowledge of the prosecution process. Computer software such as Microsoft Word, Excel and database management software is required. Must have the ability to follow verbal and written instructions, operate office equipment, demonstrate punctuality, display calmness and remain calm in stressful situation. Most importantly have the ability to abide by the high standards of confidentiality.

KNOWLEDGE

- High School Diploma/G.E.D
- AA/AS Degree preferred or
- Minimum of one year office filling/data entry experience or
- Combination of education i.e. work experience

PHYSICAL DEMANDS:

Work is performed in an office setting the person in this position must be able to perform the essential functions of the job with or without reasonable accommodations. Communicate instructions and detailed conversations both in person and over the phone. Occasional lifting and transferring storage boxes weighing up to 50lbs is required.

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 a qualified enrolled member of the Northern Cheyenne Tribe.