

**Fort Belknap Indian Community
656 Agency Main Street
Harlem, MT 59526**

TITLE: Election Judges

STATUS: Temporary/Part time

PROGRAM: Election Committee

SALAR

DEPARTMENT: Election

LOCATION: Fort Belknap Agency

SUPERVISION RECEIVED: Incumbent will work under the direct supervision of the Secretary/Treasurer or the Chief Administrative Officer.

SUPERVISION EXERCISED: None

GENERAL DESCRIPTION OF DUTIES; The Fort Belknap Indian Community mission is to provide an opportunity to all members of the Community who are eighteen (18) years of age or over, that are entitled to vote at any election when he or she presents him/herself at any polling place in the voting district wherein the member resides, or in the case of non-residents, absent or inform eligible voters, by absentee ballots which shall be mailed to such voters upon written request.

The Election Judge will:

- Oversee Election management systems under the Fort Belknap Election Ordinance and Constitution guidelines.
- Responsible for the Enumeration Process, ballot request mail-outs to all eligible voters, mailing ballots to those requesting them. Conducting the Primary & General Elections.
- Be able to assist staff with setting up MacBook air laptop computers, printers, and other software that accompanies the computers.
- Develop an understand that time is of the essence become familiar with staff, community members who are the resource.
- Develop and implement staff performance measures to support Tribal missions and goals.
- Provide or offer assistance to individuals in the election process.
- Will attend meetings as requested as needed.
- Work flexible hours, have adequate transportation
- Will conform to the Tribal Policies and Procedures.
- Be able to work as designated according to other duties as assigned.

EDUCATION and QUALIFICATIONS

At lease an Associate's Degree is also acceptable or in a related field with significant work in business and management, or be able to read and interpret the Election Ordinance and understand the Tribal Constitution.

EXPERIENCE

2-5 years' computer systems maintenance, working with computer programs mainly Excel Must be able to clearly delineate experience and have prior computer experience.

Be able follow directives from management, work in crowded conditions, work under timelines that create stress and anxiety.

REQUIRED SKILLS, ABILITY, AND KNOWLEDGE:

A professional knowledge of the principles, practices and techniques of election process is required in order to provide the direct services during the election process.

Be able to positively interact with the public.

PROVEN COMPETENCIES AND SKILLS:

- Written and verbal communication
- Management and leadership
- Interpersonal relationship building.
- Maintain a positive attitude; including being respectful to the Tribal Council and community members.

MUST DEMONSTRATE ABILITY TO:

- Relate to all levels of the internal customer community
- Be a team player that motivates and works with other staff members including the community.
- Plan, implement and support systems in a complex Tribal business environment

SPECIAL CONSIDERATIONS:

- Incumbent will be subject to and must comply with the Fort Belknap Indian Community Council's Substance Abuse Prevention, Drug/Alcohol Free and Drug and Alcohol Testing Policy. Incumbent will be subject to and must comply
- Incumbent must possess a valid State of Montana Driver's License.
- Incumbent is subject to a background check if necessary which includes criminal history and work history. Incumbent must never have been convicted of a felony offense within his/her lifetime.
- Incumbent must live or reside on the Fort Belknap Reservation and live in the district they are working for.

IMMIGRATION REFORM: AND CONTROL ACT: Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.