

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

POSITION: ~~GIS~~ ^{Homesite} Coordinator DEPARTMENT: Tribal Land

STATUS: Full-Time SALARY: DOE

SUPERVISION RECEIVED: Works under the general supervision of the Tribal Land Administrative Assistant.

SUPERVISION EXERCISED: None.

Position Summary:

The employee will be primarily responsible for homesite management, GIS mapping, and data entry. This requires knowledge of legal land descriptions, tribal land leasing, Range Units, tribal allotments, Tribal Land homesites, Hearth Act, and general office etiquette and knowledge.

Essential Duties and Responsibilities:

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive:

- Database entry onto to the TribeVue Database of all Tribal Land files, including but not limited to:
 - Leasing files
 - Range unit permits
 - Home Sites
 - Appraisal files, as needed
- GIS Mapping
 - Provide maps for all Database files, as well as other necessary tasks including Tribal Land agenda files
- Other tasks assigned by supervisor, as reasonably expected of someone in this job description

Homesite and Range Field Assistance:

The majority of this position will be dedicated to homesite-related duties, including GIS mapping, database entry, legal land descriptions, surveys, and related records. However, when the Range program needs an additional hand, the employee will be required to assist Range staff in the field with range-related duties and other reasonable tasks as assigned. Field assistance is a required responsibility of this position when needed, while homesite work remains the primary focus of the job.

Knowledge, Skills, Certifications, and Abilities:

- Knowledge of the TribeVue Database system
- Knowledge of GIS mapping technology, specifically ArcMap 10.4
- General knowledge of office equipment, including: scanners, phones, computers, copy machine, fax machine, etc.
- Knowledge of Microsoft Office suite software, including: Word, Excel, PowerPoint, Publisher, Outlook, etc.
- Knowledge of Tribal land leasing, Range Unit permitting, home sites, appraisals, etc.
- Knowledge of and ability to read and decipher brands.
- Must be able to receive and follow instructions, and work under own initiative
- Must be able to work under deadlines and reach weekly Database goals

Minimum Qualifications:

- High School Diploma or GED and one (1) year Tribal Land experience
- Never been convicted of a felony crime in any jurisdiction.
- Have not been convicted of a misdemeanor crime within a one (1) year period immediately before appointment within any jurisdiction.
- Must have valid MT Driver's License.
- Must successfully pass a pre-employment drug and alcohol screening test and be able to pass a background check.

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

The Fort Belknap Indian Community reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

Indian Preference Employer as Required by Law

How to Apply: *Submit application & resume postmarked by the closing date to:*

Fort Belknap Indian Community
Human Resources Department
656 Agency Main Street
Harlem, MT 59526

Margaret "Peggy" Doney, Director

Date

*Employee will be required to have an updated background investigation in accordance with funding source/ contract requirements.