

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

POSITION: Administrative Specialist **SALARY:** DOE
STATUS: Regular/Full-Time **LOCATION:** Fort Belknap, MT
DEPARTMENT: Tribal Lending
Regulatory Authority

SUPERVISION RECEIVED: Incumbent will work under the immediate supervision of the Tribal Lending Administrator.

SUPERVISION EXERCISED: None.

GENERAL DESCRIPTION OF DUTIES: The Regulatory Administrative Specialist will administer all regulatory tasks outlined in the Tribal Online Lending Code, as well as prepare reports, maintain appropriate filing systems and other general office duties. This individual must have excellent oral and written communication skills and be able to organize their work using tools, like MS Excel and standard office equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist the Administrator with all regulatory tasks, such as licensing, vendor management, enforcement and research
2. Write and distribute email, correspondence memos, letters, faxes, and forms.
3. Assist in the preparation of regularly scheduled reports and meet deadlines
4. Complete contracts with correct information pertaining to TLE's. Work with Servicers and TLE's to obtain necessary documents and information as requested in the contract or by the third-party provider.
5. Assist with overflow work from executive and operational staff and fill in as needed
6. Receive and maintain contracts for review, approval and signature from TLE's and other servicers
7. Maintain IMDG Document Portal for all TLE's, in case contracts are needed in the future
8. Liaise with Executive Administrative Assistants to handle requests and queries from executive management
9. Assist in contract review and preparation
10. Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of office management systems and procedures
2. Working knowledge of office equipment like printers and fax machines
3. Proficiency in MS Office (Excel, PowerPoint, Word, in particular)
4. Excellent time management skills and the ability to prioritize work
5. Self-starter with the ability to work independently
6. Attention to detail and problem-solving skills
7. Excellent written and verbal communication skills
8. Strong organizational skills with the ability to multi-task

EDUCATION:

- High School Diploma; additional qualifications as a Secretary or Administrative Assistant

SPECIAL CONDITIONS:

1. Must comply with the Fort Belknap Community Council Substance Abuse Prevention and Drug and Alcohol testing policies.
2. Must possess a valid State of Montana Driver's License and be eligible for coverage under the FBIC Insurance Master Plan.
3. Must submit to a thorough background check, which includes criminal history and work history. Incumbent must never have been convicted of a felony offense within his/her lifetime and not convicted of a misdemeanor within one (1) year of application.
4. Must be willing to sign confidentiality and non-disclosure statements.
5. Travel may be required for Professional Development, conferences, trainings, and meetings as a FBIC representative.

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.

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 Council
Human Resources Department
656 Agency Main Street
Harlem, MT 59526

Adopted: _____