

**Fort Belknap Indian Community
Fort Belknap Agency
R.R. 1 Box 66
Harlem, MT 59526**

TITLE: Administrative Assistant/ Office Manager

STATUS: Permanent/Full-Time

PROGRAM: Fish and Wildlife

WAGE: Negotiable

DEPARTMENT: Natural Resources

LOCATION: Fort Belknap Reservation

SUPERVISION RECEIVED: Incumbent works under the direct supervision of the Fish and Wildlife Director.

GENERAL DESCRIPTION OF DUITES: Performs a variety of secretarial, reception and office management duties for the Fish and Wildlife Program and associated programs in an efficient manner carrying out necessary duties and activities.

1. Serves as office manager to organize daily office routine.
2. Performs reception duties to include answer phone, take and routes messages to appropriate staff, responds to inquiries on own initiative.
3. Manages and monitors budgets and has signature authority in the absence of the Fish and Wildlife Director.
4. Demonstrates knowledge of using a computer using Microsoft word and Microsoft office Excel to ensure timely preparation and easily accessible retrieval of reports and correspondence to enter from draft, verbal and/or handwritten recording for the Fish and Wildlife Program.
5. Maintains established program filing system.
6. Types Requisitions for purchasing and payment; travel requests and claims as needed.
7. Will sell various types of recreational (i.e; hunting, fishing camping, etc.) permits and receipts money to be turned into the finance department at the end of each day for account deposit.
8. Assists and participates with Fish and Wildlife program events.
9. Adheres to the Fort Belknap Personnel Policy and Procedures.
10. Performs other duties that can be reasonable expected to promote the efficiency of the Fort Belknap Community Council.
11. Time keeper for the Fish and Wildlife.

KNOWLEDGE, SKILL AND ABILITY: Must possess a working knowledge of the existing relationships between the Fort Belknap Tribal Government, State and Federal agencies. Possess the ability to operate office equipment computer and software. Skill and ability to establish and maintain an effective working relationship with co-workers and general public. possess the skill and ability to effectively communicate both orally and in writing.

EDUCATION: High School Diploma or its equivalency.

EXPERIENCE: One year of general office procedure.

SPECIAL CONDITIONS: Possess a valid State of Montana Driver's License and be eligible at ordinary cost, for inclusion with the tribal Master Insurance Policy.

Incumbent will be subject and not test positive to initial and periodic drug testing.

The applicant, if considered will undergo a background check.

I have read the job description and qualifications listed above and agree to comply with all duties and responsibilities that are required. I understand Fort Belknap Fish and Wildlife reserves the right to revise this job description as the need arises.

Employee Signature:

Date:

Director Signature:

Date: