

**FORT BELKNAP INDIAN COMMUNITY**  
**656 Agency Main Street**  
**Harlem, MT 59526**

**TITLE:** ADMINISTRATIVE ASSISTANT

**STATUS:** Permanent

**DEPARTMENT:** TERO

**SALARY:** Negotiable

**PROGRAM:** TERO

**LOCATION:** Fort Belknap TERO Dept.

**SUPERVISION RECEIVED:** Incumbent will be under the direct supervision of the TERO Director or a designated supervisor.

**SUPERVISION EXERCISED:** Limited. Approved Program Placements and/or referrals.

**GENERAL DESCRIPTIN OF DUTIES:** Incumbent will provide direct support to the director in all matters related to the TERO Ordinance. Provide secretarial support and other office duties as assigned. Will maintain a filing and record keeping system as well as a skills bank of clients and all contracting entities related to the TERO Dept. Will provide limited accounting practices in budget management and tracking TERO income. Will deposit daily/weekly/monthly deposits of checks and money paid for TERO fees.

1. Greets the public in a professional, cordial and courteous manner at all times.
2. Cordially answers all incoming phone calls and takes messages as needed.
3. Answers all inquiries from visitors and routes to proper office staff.
4. Computer efficiency required in all disciplines related to secretary and office duties and specifically with the EXCEL computer program.
5. Files in-coming/out-going correspondence on a daily basis.
6. Processes requisitions and purchase orders upon request and in a timely manner.
7. Picks up mail, office supplies and parcels from Property & Supply Dept. and routes to proper personnel.
8. Maintains all records and/or correspondence of the TERO department in accordance with the FBIC Human Resource Department's Official Personnel Files.
9. Works closely with the FBIC Human Resource Department, the 477 Employment & Training Program and Fort Belknap Unemployment office to further enhance employment possibilities on the Fort Belknap Reservation.
10. Performs other duties that can reasonably be expected to promote the efficiency of the TERO Department.
11. Incumbent will assist and/or exercise compliance checks of projects within the exterior boundaries of the reservation.
12. Incumbent to assist with fulfilling other duties and activities as assigned to include but not limited to Tribal program and/or Fort Belknap community events.

**KNOWLEDGE, SKILLS & ABILITIES:** Incumbent will acquire knowledge of TERO, Tribal laws, Law & Order Code, State and Federal employment laws that effect hiring of manpower, contractors and business entities. Incumbent will also familiarize and acquire knowledge with the Human Rights Commission, Civil Rights Act, Woman's Rights, American Disability Act, Minority Business Act, Indian Preference in Contracting and violations related to employment matters. Incumbent will familiarize and acquire knowledge of Fort Belknap Human Resource's Policies & Procedures.

Experience will allow for efficiency in the use of computers, word processing and general office equipment, English grammar, spelling and punctuation. Incumbent must have the ability to communicate effectively, both orally and in writing and will have the ability to work effectively with professional groups and individuals having technical and non-technical backgrounds.

**EDUCATION:** High School Diploma or equivalency. College credits, experience and higher education/training taken into consideration.

**EXPERIENCE:** Public Relations and computer literacy preferred.

**SPECIAL CONDITIONS:**

1. Possess a valid State of Montana Driver's License.
2. Will comply with the Fort Belknap Community Council's Substance Abuse Prevention, Drug & Alcohol Testing Policy.