

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

TITLE: File/Recording Clerk **STATUS:** Permanent/Full Time

DEPARTMENT: Central Administration **SALARY:** \$19.00/Hr. Starting

LOCATION: Fort Belknap Tribal Office

SUPERVISION RECEIVED: Works under the immediate Supervision of the Recording Secretary and Secretary Treasurer.

SUPERVISION EXERCISED: None

GENERAL DESCRIPTION OF DUTIES:

1. Record and Transcribe all Fort Belknap Community Council Special and Regular Meetings.
2. May be asked to tape and transcribe Public Hearings and Council meetings after hours.
3. Proofread drafts for completeness and grammatical, punctuation and spelling errors.
4. Maintain filing system for all Council information, i.e. minutes; resolutions and ordinances and distribute completed resolutions to the proper departments.
5. Must maintain confidentiality of materials and information processed.
6. Maintains a filing system for the Recorders office.
7. Maintain confidentiality.
8. Perform other duties as assigned that can be reasonably expected to promote the efficiency and effectiveness of the Fort Belknap Tribal Government.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge is required of all resources and services available to the general public by the Fort Belknap Community Council and other agencies located within the service area. Must possess some knowledge of routine office procedure to include telephone reception, filing, typing, operation of computer equipment and procurement procedures. Incumbent shall demonstrate the ability to meet and communicate effectively with the general public and representatives of other agencies. Must possess the ability and skill to effectively use knowledge of the English Language in employing proper use of Grammar, Spelling, and Punctuation. Must possess the ability to communicate effectively, both orally and in writing.

EDUCATION: Must possess a High School Diploma or its equivalency.

EXPERIENCE: Must have two (2) years' experience in general office experience or; one (1) year of general office experience and a one (1) year certificate of completion in a Secretarial Science or related field.

SPECIAL CONDITIONS:

1. Incumbent will be subject to and must comply with the Fort Belknap Community Council Substance Abuse Prevention, Drug and Alcohol Testing Policy.
2. Must possess a valid State of Montana Driver's License and be eligible for coverage under the Tribal Insurance Master Plan.

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