

FORT BELKNAP INDIAN COMMUNITY

Fort Belknap Tribal Land Department
656 Agency Main Street
Harlem, MT 59526
406-353-8441

POSITION DESCRIPTION

TITLE: Tribal Land Staff Support

STATUS: Permanent Full Time

DEPARTMENT: Tribal Land

WAGE: \$ 20.51 /hour.

SUPERVISION RECEIVED: Incumbent will work under the direct and general supervision of the Tribal Land Director.

SUPERVISION EXERCISED: Limited or as delegated by Supervisor.

GENERAL DESCRIPTION OF DUTIES: Incumbent will be available to receive and refer clients for the Tribal Land Department. The incumbent will answer the telephone, prepare correspondence, retrieve mail and supplies from property and maintain internal files for mail, memos and information for distribution to the Tribal Land Staff. The incumbent will assist the Tribal Land Staff in preparation for land committee meetings. The incumbent will be responsible for recording and taking minutes of all land meetings pertaining to land and to transcribe minutes in condensed form as needed. Provide direct clerical support to Tribal Land Staff, perform professional and technical research on various subject matter pertaining to the leasing of tribal land, rights-of-way, water development, land sales and exchanges, and as requested to assist Tribal Land Staff with a project or activity.

SPECIFIC DUTIES: but not limited to:

1. Receives, screens, records and distributes all telephone calls and messages in a courteous and timely manner. Assists all Tribal Land Staff in day to day activities.
2. Drafts correspondence and land meeting minutes with consistency and accuracy.
3. Responsible for maintaining proper and accurate files to include leases, range units, home sites, land sales, land exchanges, right to do business invoices and crossing permits, resolution tracking logs, receipts and requisitions, land meeting minutes with motion sheets and supporting documents for each action.
4. Maintains a daily log of incoming mail, scans incoming mail for computer reference and filing, routes necessary information to land personnel, retrieves routed mail for filing and advises supervisor of the necessary action needed to complete a transaction or request. Follows up on mail log for confirmation and item action completion.
5. Establishes a central calendar for tribal land staff, ensure meetings and appointments are kept by appropriate personnel. Schedules meetings as necessary, arranges meeting rooms with appropriate amenities.

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6. Assist in drafting land resolutions for land committee and council consideration. Finalize and track completed resolutions and maintain resolution log for easy reference.
7. Receives visitors and guests courteously and in a helpful manner. Maintains a daily log for visitors' purpose, refers visitor to appropriate land personnel or office if not related to the Land Department. Responds to all visitor inquires.
8. Responsible for the maintenance and processing of crossing permits, right to do business fees. Maintains a log of issued crossing permits and RTDB fees paid. Reports the status of activity to Tribal Land Director on a monthly basis.
9. Assists in the maintenance and accounting of tribal land funds, tribal land budgets, income derived from a variety of sources and reports to Tribal Land Director on a monthly basis.
10. Establishes and maintains a working relationship with co-workers, tribal program personnel, Tribal Council members, Bureau of Indian Affairs and other state and federal agencies doing business with the Tribal Land Department.
11. Performs other duties that can be reasonably expected to promote the efficiency of the Tribal Land Department and the Fort Belknap Community Council.
12. Provides billing to non-enrolled members bringing livestock on the Fort Belknap Indian Reservation. Obtains copies of bills and receipts and files them both electronically and hard copy for filing.
13. Issuing of Crossing Permits for individuals moving cattle on the reservation. This is for both enrolled and non-enrolled members who run cattle on tribal land. This is to keep track of who's cattle goes where and how long they are there.
14. Main contact for TribeVue Database, set up users and issue passwords for co-workers who assist in updating and maintaining the database which is full of all the Tribal Land files including but not limited to maps, leases, RTDB, TSR's and other office files.
15. Handles the tribal land part of the appraisal program process, Request appraisals from contract appraiser once received from BIA, with council approval. Work with BIA and Contract Appraisers closely in handling matters and status of Land Sales and Land Trades.
16. Handle the tribal side of the allocation process for the new grazing period. Create folder files, electronic files, and an excel spreadsheet with all individuals requesting allocation for livestock in to the range units.

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KNOWLEDGE, SKILLS AND ABILITIES: Incumbent must possess the ability to meet and deal effectively with the general public; at times under stress related conditions. Must possess the ability and skills to effectively use English in speech, spelling and punctuation. Possess the ability to operate office equipment with emphasis on necessary computer software, and have working knowledge of computer operating systems and ability to maintain databases for large proportions of land information. Possess a working knowledge of file systems, ability to maintain files and logs according to tribal land requirements.

Must possess skills to communicate both orally and in writing. Incumbent should be a self-starter and proceed on projects on own initiative and with minimal supervision in the performance of daily duties. Must have training and knowledge of legal land descriptions and have training and knowledge of how to read Title Status Reports.

EDUCATION: Associates degree in business, computer technology, natural resources or related fields is recommended. Work experience of at least one year in a business related field is required.

SPECIAL CONDITIONS:

1. Must have a valid state issued driver's license and be eligible for inclusion in Tribal Master Insurance Policy.
2. Incumbent will be subject to the Policies & Procedures governing Fort Tribal employees and the FBCC Substance Abuse Program and Drug-Alcohol Testing Policy.

Immigration Reform and Control Act: Requires that all individuals appointed to positions must present proof of employment eligibility. Successful applicants will be asked to provide appropriate documentation.

Approved: _____