

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

POSITION: Recording Clerk

STATUS: Regular/Full-Time

DEPARTMENT: Central Administration

SALARY: Negotiable

LOCATION: Fort Belknap Agency

SUPERVISION RECEIVED: Incumbent will work under general supervision of the Chief Administrative Officer.

SUPERVISION EXERCISED: None

GENERAL DISCRIPTION OF DUTIES:

1. Records regular and program meetings including minuets and resolutions.
2. Ensures the resolutions have proper signature approval, are filed within the recorder's office, and distributed to proper programs.
3. Tape and transcribe all Fort Belknap Community Council Special, Committee, and Regular meetings.
4. May be asked to tape and transcribe Public Hearings and Council meetings after hours.
5. Proofreads drafts for completeness and grammatical, punctuation and spelling errors.
6. Maintain filing system for all Council information, i.e. minuets; resolutions, ordinances, and distribute completed resolutions to the proper departments.
7. Must maintain confidentiality of materials and information processed.
8. Performs other duties that can be reasonable expected to promote the efficiency and effectiveness of the Fort Belknap Tribal Government.

KNOWLEDGE, SKILLS & 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 a thorough 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 representative 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: Incumbent must possess a High School Diploma or its equivalency.

EXPERIENCE: 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 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.