

**FORT BELKNAP INDIAN COMMUNITY
FORT BELKNAP AGENCY
656 AGENCY MAIN STREET
HARLEM, MT 59526**

TITLE: Administrative Assistant
PROGRAM: Tiwahe & IV-E
DEPARTMENT: Social Services

STATUS: Permanent/Full-time
SALARY: DOE
LOCATION: Fort Belknap Agency

SUPERVISION RECEIVED:

Position is under the direction of the Aaniiih Nakoda Family Healing Center Director.

GENERAL DESCRIPTION OF DUTIES:

1. Provides direct Secretarial support to the 638 Program, IV-E Case Management Program and the Indian Child Welfare Act (ICWA) Program staff.
2. Serves as assistant to the Tribal Social Services Director and Staff.
3. Operate a single line telephone set in a friendly and courteous manner when receiving, screening and recording and distributes all Incoming Mail daily.
4. Receive and direct visitors and clients.
5. General clerical duties including photocopying, fax and mailing.
6. Maintain electronic and hard copy filing system.
7. Handle requests for information and data.
8. Resolve administrative problems and inquiries.
9. Prepare written responses to routine inquiries.
10. Prepare and modify documents including correspondence, reports, drafts, memos and emails.
11. Schedule and coordinate meetings, appointments and travel arrangements for managers or supervisors.
12. Prepare agendas for meetings and prepare schedules.
13. Open, sort and distribute incoming correspondence.
14. Maintain office supply inventories.
15. Coordinate maintenance of office equipment.
16. Types in Final Form all Confidential Correspondence, Reports, Requisitions, Travel Requests and claims daily.
17. Demonstrates knowledge of computer use with compatible software to ensure timely preparation of documents and easily accessible retrieval.
18. Receives and Distributes incoming Foster Care Applications and ICWA notices.
19. Maintains Confidentiality.
20. Maintains a filing system and does filing on a daily basis.
21. Assists with Monitoring and Revising of Department Budgets.
22. Attends the State CAPS System Training and will be inputting data into the State CAPS System as assigned.
23. Adheres to the Fort Belknap Tribal Policies and Procedures Manual.

24. Performs other duties that can be reasonably expected to promote the efficiency, effectiveness and well-being of the Fort Belknap Indian Community.

EDUCATION AND EXPERIENCE:

Must possess a Minimum of a High School Diploma or GED. Must possess two (2) years of General Office Management and extensive budget experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Incumbent must possess a working knowledge of the existing relationship between the Fort Belknap Tribal Government, State, Federal and Local Agencies. Have the knowledge and familiarity with Confidentiality and the Privacy Act. Possess the ability to maintain confidentiality of clients and all other program matters. Must possess the ability to deal effectively with the General Public. Possess the skills to communicate orally and in Writing. Must have knowledge and proficiency skills with computer s and other office equipment. Possess financial budget knowledge and skills. Must be familiar with the Procurement Policies of the Tribe.

SPECIAL CONDITIONS:

1. Possess a valid State of Montana Driver's License and be eligible at ordinary cost for inclusion with the Tribal Master Insurance Policy and Private Insurance.
2. Submit and pass a thorough background check. (If you have already completed a background check in the last year it can be included with the application, the Office will arrange its own background check before hire.)
3. Incumbent will be subject to the Fort Belknap Community Substance Abuse and Prevention and Drug/Alcohol Policy.
4. Breach of Confidentiality will be cause for Immediate Release of Employment.

EVALUATION:

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities.