



NOTICE OF EMPLOYMENT OPPORTUNITY

POSITION TITLE: Administrative Assistant, Little Shell Tribal Housing Department

CLASSIFICATION: Full-time, Exempt (Salaried)

LAST CLASSIFICATION DATE: March 18, 2021

CLOSES: March 31, 2021 or until filled

SALARY: Based on Experience

I. General Description of Work

This position will perform daily and clerical duties of the Little Shell Tribal Housing Department (“Housing Department”) and will work closely with the Little Shell Housing Director (“Housing Director”) and Housing Department staff. The Administrative Assistant will perform a variety of secretarial support functions within established Little Shell Tribe (“LST” or Tribe”) and Housing Department policies and procedures. This position will perform data entry, create records, answer external communications, and file documents. The Administrative Assistant will also communicate information and resources to Little Shell tribal members. This position will work within a dynamic and changing environment.

The following information is not intended to be an all-inclusive or restrictive list of qualifications or job expectations.

- Performs secretarial and clerical duties necessary to ensure the effective administration of Housing Department programs.
- Monitors incoming daily mail and communications and direct to appropriate Little Shell staff.
- Communicates with Housing Department program applicants and participants and assess their needs, provides program information, and prepares required documents to assist low-income families.
- Develops efficient filing and reporting systems in accordance with general record keeping procedures and routines; retrieves documents and information as necessary.

- Maintains systems, files and records that provide for the proper evaluation and documentation of assigned services.
- Provides data entry into Housing Department program database system; coordinates data entry of client information by collecting, organizing and monitoring the information from staff.
- Provides program information and performs outreach to landlords, utility providers, internet service providers, and other such entities.
- Compiles statistics and program information as required. Maintains program waiting lists & databases.
- Requisitions office supplies and/or equipment as needed.
- Prepares correspondence for Housing Department approval and signature.
- Performs other related duties as assigned.

II. Supervision Received

This position reports directly to the Little Shell Tribal Housing Director.

III. Working Relationships

Relationships are typically with Housing Department applicants and participants, staff in other tribal departments, and the general public for the purpose of providing information and assistance, resolving conflicts, solving problems, and providing services.

IV. Working Conditions & Location

The position will be located in Great Falls, Montana at the Little Shell Tribal Headquarters.
Office and shop environments with exposure to common hazards and normal effort required.

V. Qualification Requirements

- A. Minimum Training and Experience** – High School diploma or equivalent; experience that demonstrates proficiency in computer skills; and preferred experience in secretarial or administrative work in an office setting.
- B. Knowledge** – Knowledge of modern office procedures and practices; knowledge of computerized and manual recordkeeping systems and the ability to maintain these systems; knowledge of Housing Department policies and procedures; and knowledge of business English, grammar, spelling, punctuation, and composition.
- C. Skills** – Strong organizational skills; skills in computer programs and software programs; skills in operating office machines; and strong interpersonal skills.

- D. Abilities** – Ability to communicate effectively orally and in writing; ability to analyze data; ability to function in a culturally diverse environment; ability to establish and maintain effective working relationships with others.
- E. Necessary Special Requirements** – Must possess a valid Driver’s License and have no alcohol related convictions for the last three years. Must be able to travel out of area for training and conferences on an occasional and limited basis.
- F. Client Service Skills** – Must possess superb client service skills and be able to effectively communicate with clients about the Little Shell Tribal Housing Department’s services.

VI. Conditions of Employment

- A.** Candidates must be able to pass a drug test at the time of hire and throughout employment.
- B.** Candidates must pass a criminal background check at the time of hire and periodically throughout employment.
- C.** Candidates must possess a valid driver’s license and meet insurability requirements of the Tribe.

VII. Indian Preference

The position is subject to the Tribe’s Indian Preference Policy.

VIII. How to Apply

Qualified candidates must submit the following materials to careers@lstribe.org:

- A.** Resume
- B.** Cover Letter
- C.** Salary Expectations or History

Any questions should be directed to the following careers@lstribe.org.