

The Chippewa Cree Tribe of the Rocky Boy's Reservation

Phone: (406) 395-4478 or 4210 – Finance Office
(406) 395-4292 or 4321 – Business Committee

31 Agency Square
Box Elder, Montana 59521

CHIPPEWA CREE TRIBE VACANCY ANNOUNCEMENT

POSITION: Receptionist/Secretary
SALARY: DOE
LOCATION: Chippewa Cree Tribal Courts
OPENS: 12/16/2020
CLOSES: Open till Filled
STATUS: Full-Time
PROBATIONARY PERIOD: Sixty (60) Calendar Days from initial appointment
SUPERVISION: Tribal Court Administrator & Administrative Assistant

CLASSIFICATION: Support Staff, Full-Time, Regular, Covered, Non-Exempt

DUTIES:

- Answers all incoming telephone calls and transfers calls or takes messages for all court staff.
- Maintain standards of confidentiality.
- Maintain a filing system utilizing a numerical and alphabetized filing system.
- Types and files correspondence.
- Perform general office duties such as making copies, faxing documents, etc.
- Operate a fax machine, calculator, recording equipment, copier, computer, and general office equipment.
- Retrieves messages from voice mail and forwards to appropriate personnel.
- Answers incoming telephone calls, determines purpose of calls, and forward calls to appropriate personnel or department.
- Takes and delivers messages or transfers calls to voice mail when appropriate personnel are unavailable.
- Answers questions about organization and provides callers with address, directions, and other information.
- Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel.
- Monitors visitor access and issues passes when required.
- Updates appointment calendars.
- Receives, sorts, and routes mail; maintains and routes publications.
- Maintains fax machines, assists users, sends faxes, and retrieves and routes incoming faxes.
- Takes payments for services and products.
- Prepares check, purchase order and travel vouchers.
- Collects timesheets to be processed.
- Orders, receives, and maintains office supplies.
- Creates and prints fax cover sheets, memos, correspondence, reports, and other documents.
- Performs other clerical duties such as filing, photocopying, and collating
- Perform other related duties as required.

QUALIFICATIONS:

- ❖ Associates Degree in Secretarial Technology or Science or in a related field.

- ❖ Knowledge of legal terminology.
- ❖ Two years' experience in secretarial or office management preferred.
- ❖ Prefer experience with computer hardware and software.
- ❖ Excellent grammar, punctuation, and spelling skills.
- ❖ Familiar with or able to familiarize self with the Chippewa Cree Law and Order Code.
- ❖ Clear background required; must be bondable.
- ❖ Must never have been convicted of embezzlement, theft, or fraud.
- ❖ Must not have a felony conviction within the past five years.
- ❖ Must not have any misdemeanor convictions within the past year.
- ❖ Priority for Selection of applicants for employment within the Chippewa Cree Tribe is as follows:
 - Qualified, honorably discharged (must provide a DD 214 Certificate) veterans who are enrolled members of the Chippewa Cree Tribe;
 - Qualified enrolled members of the Chippewa Cree Tribe;
 - Other qualified Indians;
 - Qualified Non-Indians.
- ❖ Testing: Subject to drug testing per Drug Ordinance 1-99.
- ❖ Applications properly completed and received

SUBMIT THE FOLLOWING:

- EMPLOYMENT APPLICATION
- COPY OF DEGREE
- LETTER OF INTEREST
- THREE REFERENCES WITH CONTACT INFORMATION
- BACKGROUND INVESTIGATION FORM
- DD 214 (If Applicable)
- ENROLLMENT VERIFICATION (IF APPLICABLE)
- COPY OF VALID STATE OF MONTANA DRIVER'S LICENSE
- TO: Josh Seaton, Human Resources, Chippewa Cree Tribe, 96 Clinic Rd, Box Elder, MT 59521, telephone 406.395.5705.

/s/ Josh Seaton

Chief Rocky Boy

The Chippewa Cree Tribe of the Rocky Boy's Reservation

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CHIPPEWA CREE TRIBE VACANCY ANNOUNCEMENT

POSITION: Administrative Assistant
SALARY: DOE
LOCATION: Chippewa Cree Tribal Courts
OPENS: 12/16/2020
CLOSES: Open till Filled
STATUS: Full-Time
PROBATIONARY PERIOD: Sixty (60) Calendar Days from initial appointment
SUPERVISION: Executive Director/Court Administrator

CLASSIFICATION: Support Staff, Full-Time, Regular, Covered, Non-Exempt

DUTIES:

- Schedules meetings and appointments & takes notes and minutes in meetings
- Orders and takes stock of office supplies
- Being a point of contact for clerks' office
- Preparing documents for meetings and business trips
- Processing and directing mail and incoming packages or deliveries
- Greeting and directing visitors and new staff to the organization
- Writing and issuing emails to staff regarding timesheets, telework logs and leave slips.
- Finding ways to improve administrative processes
- Maintain standards of confidentiality.
- Maintain a filing system utilizing a numerical and alphabetized filing system.
- Types and files correspondence.
- Perform general office duties such as making copies, faxing documents, etc.
- Operate a fax machine, calculator, recording equipment, copier, computer, and general office equipment.
- Retrieves messages from voice mail and forwards to appropriate personnel.
- Answers incoming telephone calls, determines purpose of calls, and forward calls to appropriate personnel or department.
- Takes and delivers messages or transfers calls to voice mail when appropriate personnel are unavailable.
- Answers questions about organization and provides callers with address, directions, and other information.
- Monitors visitor access and issues passes when required.
- Updates appointment calendars.
- Receives, sorts, and routes mail; maintains and routes publications.
- Maintains fax machines, assists users, sends faxes, and retrieves and routes incoming faxes.
- Prepares check, purchase order and travel vouchers.
- Collects timesheets to be processed.
- Orders, receives, and maintains office supplies.
- Creates and prints fax cover sheets, memos, correspondence, reports, and other documents.
- Performs other clerical duties such as filing, photocopying, and collating
- Perform other related duties as required.

QUALIFICATIONS:

- ❖ Associates Degree in Secretarial Technology or Science or in a related field.
- ❖ Knowledge of legal terminology.
- ❖ Two years' experience in secretarial or office management preferred.
- ❖ Prefer experience with computer hardware and software.
- ❖ Excellent grammar, punctuation, and spelling skills.
- ❖ Familiar with or able to familiarize self with the Chippewa Cree Law and Order Code.
- ❖ Clear background required; must be bondable.
- ❖ Must never have been convicted of embezzlement, theft, or fraud.
- ❖ Must not have a felony conviction within the past five years.
- ❖ Must not have any misdemeanor convictions within the past year.
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 - Other qualified Indians;
 - Qualified Non-Indians.
- ❖ Testing: Subject to drug testing per Drug Ordinance 1-99.
- ❖ Applications properly completed and received

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CHIPPEWA CREE TRIBE VACANCY ANNOUNCEMENT

POSITION: Bailiff
SALARY: DOE
LOCATION: Chippewa Cree Tribal Courts
OPENS: 12/16/2020
CLOSES: Open till Filled
STATUS: Full-Time
PROBATIONARY PERIOD: Sixty (60) Calendar Days from initial appointment
SUPERVISION: Court Administrator

CLASSIFICATION: Support Staff, Full-Time, Regular, Covered, Non-Exempt

DUTIES:

- Shall maintain order in court setting.
- Prevents crimes or disturbances and arrests violators during the course of any court proceedings.
- Must familiarize self with the reservation and persons living on the reservation.
- Is required to note suspicious persons/establishments and report these to the supervisor.
- Reports hazards that endanger public safety with the tribal court area.
- Reports to the scene of accidents within the tribal courts area; renders first aid to injured individuals.
- Warns or arrests persons in violation of laws and ordinances during court proceedings.
- Serves court papers to residents when the Court Processor/Server is absent from the Chippewa Cree Tribal Courts; writes and files daily activity and offense incident reports to the supervisor.
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
- Notify supervisor concerning the need for major repairs or additions to building operating systems.
- Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as banquets and meetings.
- Performs other duties relating to law enforcement as may be directed by the Court Administrator.

QUALIFICATIONS:

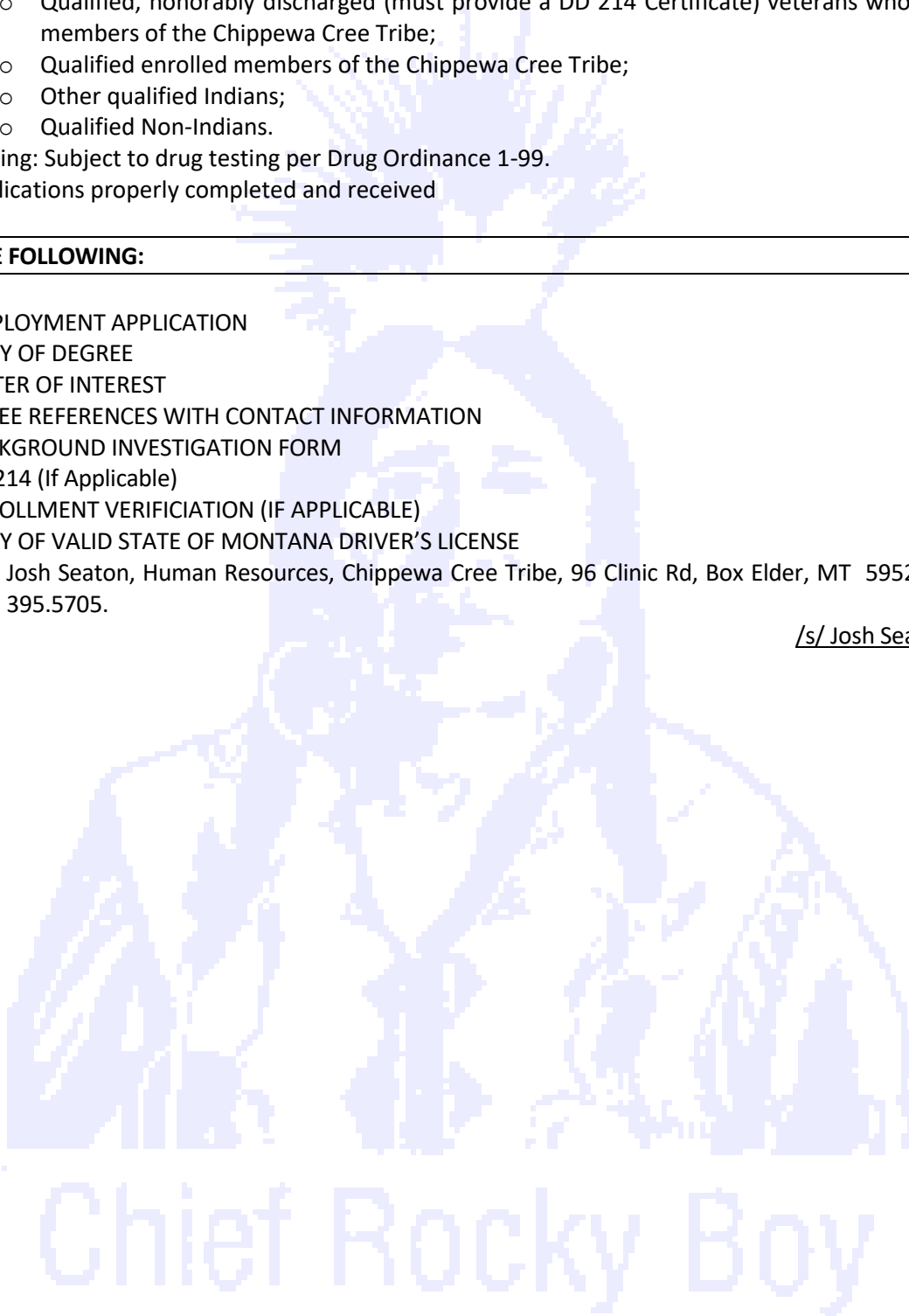
- ❖ High School Diploma or GED.
- ❖ Must be capable of passing required training within one year of duty.
- ❖ Must possess First Aid/CPR within 60 days of employment.
- ❖ Must **not** have been convicted of any misdemeanor within the past 3 years and never been convicted of a felony.
- ❖ Must sign and adhere to the Codes of Conduct.
- ❖ Must have a valid Montana Driver's License.
- ❖ Must have a Government Driver's License or able to obtain one.

- ❖ Must be 18 years or older.
- ❖ Must be in sound physical condition.
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 - Qualified enrolled members of the Chippewa Cree Tribe;
 - Other qualified Indians;
 - Qualified Non-Indians.
- ❖ Testing: Subject to drug testing per Drug Ordinance 1-99.
- ❖ Applications properly completed and received

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/s/ Josh Seaton



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CHIPPEWA CREE TRIBE VACANCY ANNOUNCEMENT

POSITION: Adult Healing to Wellness Coordinator
SALARY: DOE
LOCATION: Chippewa Cree Tribal Courts
OPENS: 12/16/2020
CLOSES: Open till Filled
STATUS: Full-Time
Grant Funded Position ends 9/30/2023
PROBATIONARY PERIOD: Sixty (60) Calendar Days from initial appointment
SUPERVISION: Tribal Court Administrator

CLASSIFICATION: Support Staff, Full-Time, Regular, Covered, Non-Exempt, Critical

DUTIES:

- Meet weekly with Healing to Wellness Team and facilitate meeting by presenting documented progress for each participant.
- Will be responsible for the development of appropriate case records system, procedures for the collection of documents to ensure that each participant's case record is complete.
- Incumbent will be available to travel to required training.
- Incumbent will be responsible for the development of a responsive and prompt referral process for participants which will include screening contract for admission, history of offenses and determination that the individual is clinically appropriate for the program.
- Will work with probation officer to track client progress and implement compliance checks.
- Will be responsible for the establishment of Full Court data set and record data.
- Incumbent will generate regular reports from data collection for review and measurement of progress for overall case management and individual case progress.
- Will review confidentiality requirements and conformance procedures with all clients.
- Incumbent will develop appropriate case management instruments.
- Incumbent will consult with all social services, health, education, and other personnel who have had prior professional contacts to determine treatment plan.
- Must sign and adhere to the Codes of Conduct for departmental staff.
- Performs other related duties as required.

QUALIFICATIONS:

- ❖ Bachelor's Degree in Human Services, Counseling, Addictive Services or related field.
- ❖ Must possess a minimum of 2 years of related experience.
- ❖ Have knowledge of the disease concepts of chemical dependency.
- ❖ Have knowledge in physiological and psychological aspect so chemical dependency.

- ❖ Knowledge of legal terminology.
- ❖ Must be capable of passing required training within one year of duty.
- ❖ Most possess First Aid/CPR within 60 days of employment.
- ❖ Prefer experience with computer hardware and software.
- ❖ Excellent grammar, punctuation, and spelling skills.
- ❖ Familiar with or able to familiarize self with the Chippewa Cree Law and Order Code.
- ❖ Must not have been convicted of any misdemeanor within the past year and never been convicted of a felony.
- ❖ Must sign and adhere to code of conduct.
- ❖ Must have Driver's License or be able to obtain one.
- ❖ Must adhere to confidentiality regulations.
- ❖ Priority for Selection of applicants for employment within the Chippewa Cree Tribe is as follows:
 - a. Qualified, honorably discharged (must provide a DD 214 Certificate) veterans who are enrolled members of the Chippewa Cree Tribe;
 - b. Qualified enrolled members of the Chippewa Cree Tribe;
 - c. Other qualified Indians;
 - d. Qualified Non-Indians.
- ❖ Testing: Subject to drug testing per Drug Ordinance 1-99.
- ❖ Applications properly completed and received.

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- ENROLLMENT VERIFICATION (IF APPLICABLE)
- COPY OF KNOWLEDGE, SKILLS, ABILITIES QUESTIONNAIRE
- COPY OF **VALID STATE OF MONTANA DRIVER'S LICENSE** TO: Josh Seaton, Human Resources, Chippewa Cree Tribe, 96 Clinic Rd, Box Elder, MT 59521, telephone 406. 395.5705.

/s/ Josh Seaton

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CHIPPEWA CREE TRIBE VACANCY ANNOUNCEMENT

POSITION: Juvenile Healing to Wellness Data Technician (JHW DT)
SALARY: DOE
LOCATION: Chippewa Cree Tribal Courts
OPENS: 12/16/2020
CLOSES: Open till Filled
STATUS: Full-Time
Grant Funded Position End Sept 30, 2024
PROBATIONARY PERIOD: Sixty (60) Calendar Days from initial appointment
SUPERVISION: Tribal Court Administrator

CLASSIFICATION: Support Staff, Full-Time, Regular, Covered, Non-Exempt, Critical

DUTIES:

- Organize information, services and support, to assure data systems function smoothly and efficiently.
- Scan, enter and process a variety of information into Full Court database system.
- Assist in coding documents, verifying records for accuracy, proof and correct data and records.
- Extract and compile reports and forms, and verify contents for accuracy and completeness.
- Plan and coordinate timelines, procedures and services to assure successful completion of assignments.
- Perform clerical work such as proof reading, typing/keyboarding, filing and record keeping.
- Communicate with staff and regarding juveniles HTW participants
- Attends and keeps a written record of JV HTW court proceedings;
- Maintains standards of confidentiality;
- Keeps and accurate record of funds received;
- Maintains a filing system utilizing a numerical and alphabetized filing system;
- Schedules hearings and routes messages to proper personnel;
- Records meeting minutes and court hearing using recorder, word processor, long hand, short hand, speed writing or Dictaphone as requested;
- Transcribes recorded minutes and/or hearings using a word processor;
- Types correspondence and legal documents;
- Creates and encodes information into a data base including name, dates, charges, disposition, etc.;
- Performs general office duties;
- Prioritizes workload;
- Operates a database, fax machines, calculator, recording equipment, and general office equipment;
- Other duties related to position.

QUALIFICATIONS:

- ❖ Bachelor's Degree in Human Services, Counseling, Addictive Services or related field.
- ❖ Must possess a minimum of 2 years of related experience.

- ❖ Have knowledge of the disease concepts of chemical dependency.
- ❖ Have knowledge in physiological and psychological aspect so chemical dependency.
- ❖ Knowledge of legal terminology.
- ❖ Must be capable of passing required training within one year of duty.
- ❖ Most possess First Aid/CPR within 60 days of employment.
- ❖ Prefer experience with computer hardware and software.
- ❖ Excellent grammar, punctuation, and spelling skills.
- ❖ Familiar with or able to familiarize self with the Chippewa Cree Law and Order Code.
- ❖ Must not have been convicted of any misdemeanor within the past year and never been convicted of a felony.
- ❖ Must sign and adhere to code of conduct.
- ❖ Must have Driver's License or be able to obtain one.
- ❖ Must adhere to confidentiality regulations.
- ❖ Priority for Selection of applicants for employment within the Chippewa Cree Tribe is as follows:
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 - b. Qualified enrolled members of the Chippewa Cree Tribe;
 - c. Other qualified Indians;
 - d. Qualified Non-Indians.
- ❖ Testing: Subject to drug testing per Drug Ordinance 1-99.
- ❖ Applications properly completed and received.

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/s/ Josh Seaton

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CHIPPEWA CREE TRIBE VACANCY ANNOUNCEMENT

POSITION: PROCESSOR SERVER
SALARY: Minimum of 12.00/hr.
LOCATION: Chippewa Cree Tribal Courts
OPENS: 11/13/20
CLOSES: Open till Filled
SUPERVISOR: Executive Director/Court Administrator

CLASSIFICATION: Support Staff, Full-Time, Regular, Covered, Non-Exempt, Critical

DUTIES:

Will serve papers for the Chippewa Cree Tribal Court on the Rocky Boy Indian Reservation, Montana. **MUST BE WILLING TO WORK FLEXIBLE HOURS – EVENING HOURS WILL BE REQUIRED.**

Papers will include:

- Notice to Appear
- Affidavit of Service
- Temporary Restraining Orders
- Civil Complaints
- Notice of Continuance
- Temporary Custody Order
- Warrants
- Notice of Hearings
- Jury Papers
- Subpoena
- Notice of Probate
- Impound Orders
- Any other documents relevant to the Chippewa Cree Tribal Court

May deliver or serve other documents as requested pertaining to Chippewa Cree Tribal Government, if assigned staff is unavailable. Will do other duties as assigned, **if time permits** (priority is getting papers

QUESTIONNAIRE:

Knowledge, Skills, Abilities Questionnaire:

1. Knowledge of procedures for serving court documents.

2. Knowledge of the geographical areas of the Rocky Boy Reservation.
3. Knowledge of the community members of the Rocky Boy Reservation.
4. Are you willing or able to work flexible including evening hours?
5. Describe your attendance.
6. Has there been any distractions or interference in your ability to work assigned scheduled work hours?

SUPERVISION: Will be under the direct supervision of the Tribal Court Administration.

QUALIFICATIONS:

- ❖ High School Diploma or G.E.D.
- ❖ **Valid State of Montana Driver's License.**
- ❖ Must have a clean driving record.
- ❖ **Well organized, good attendance, reliable, responsible, good work ethic.**
- ❖ Knowledge of the geographical/housing areas of the Rocky Boy Indian Reservation.
- ❖ **REQUIRED TO WORK FLEXIBLE HOURS.**
- ❖ Background investigation required. **Previous employers will be contacted as part of the background investigation to determine suitability, ethics, confidentiality, and ability to complete assigned tasks and work flexible hours.**
- ❖ Must adhere to confidentiality regulations.
- ❖ Priority for Selection of applicants for employment within the Chippewa Cree Tribe is as follows:
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 - b. Qualified enrolled members of the Chippewa Cree Tribe;
 - c. Other qualified Indians;
 - d. Qualified Non-Indians.
- ❖ Testing: Subject to drug testing per Drug Ordinance 1-99.
- ❖ Applications properly completed and received.
- ❖

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