

— Job Opportunities —

COMPUTER TRAINING SPECIALIST

POSITION #: 96-13

SALARY: \$1640 - \$1910 per month

DEPARTMENT/DIVISION:

Small Business Development

REPORTS TO: Division Manager

POSITIONS SUPERVISED: None

CLOSING DATE: MONDAY, APRIL 15, 1996

OVERALL RESPONSIBILITIES: The primary responsibility of this position is to plan, implement, monitor and conduct computer training programs and services. Computer training and trouble shooting services are offered to Small Business Development clients and CTGR staff members.

ESSENTIAL FUNCTIONS: Employee must be able to travel independently to seminars and training. Must be able to communicate proficiently in English, and instruct groups of 2 to 20 individuals in computer applications. Must be able to use a personal computer system and maintain a manual filing system. Employee needs to be able to provide written communication by hand and using a computer to document training curriculum and program results.

EXPERIENCE AND TRAINING: Associates degree in Computer Science or related field; and two years experience in planning, implementing training programs and instruction or any satisfactory combination of experience and training which demonstrates the knowledge, skill and ability to perform the above described duties. Must be able to work independently with little supervision.

KNOWLEDGE OF: Considerable knowledge of computer software applications; WordPerfect, Paradox, Accounting, Quattro Pro, Presentation, Microsoft Office and corresponding Windows applications; planning and implementing training programs; preparation of training presentation materials in written data file formats; instruct individual and group training classes.

ABILITY TO: Collect and compile data. Formulate and develop computer training programs; communicate effectively both verbally and in writing; establish and maintain effective working relationships with clients, and employees.

SKILL IN: Program planning; operation of standard office equipment including a computer and utilization of computer software programs.

DEPARTMENT SECRETARY

POSITION #: 96-17

SALARY: \$1330 - \$1550 Monthly

DEPARTMENT/DIVISION:

Tribal Family Action Program

Health & Human Services

REPORTS TO: Support Services Coordinator

POSITIONS SUPERVISED: None

CLOSING DATE: MONDAY, APRIL 15, 1996

OVERALL RESPONSIBILITIES: Performs a variety of secretarial, clerical and/or technical duties for a department or individual; does related work as required. Tasks performed require knowledge of departmental functions and procedures to solve problems or answer questions, and the handling of confidential information.

EXPERIENCE AND TRAINING: High school graduation or equivalency; and two years of responsible secretarial or clerical work; or any equivalent combination of experience and training which demonstrates the knowledge, skill and ability to perform the above described duties. Working with Native Americans.

KNOWLEDGE OF: Considerable knowledge of general office practices and procedures; rules of effective English usage and grammar; different filing systems; business telephone etiquette. Some knowledge of the operations, policies, terminology and governing regulations of the assigned department.

ABILITY TO: Organize, file, maintain and retrieve materials, charts, records and documents; deal effectively with frequent interruptions and several situations at one time; maintain effective working relationships with the public and other employees; establish priorities and organize own workload; accurately record and prepare minutes of meetings; consolidate information from various sources into prescribed format or develop appropriate format; maintain confidentiality; prepare meeting minutes.

SKILL IN: The operation of standard office equipment, including the operation of a computer to update/access files; word processing; typing.

TRIBAL COURT CLERK

POSITION #: 96-14

SALARY: \$9.45 per hour

(20 hours per week)

DEPARTMENT/DIVISION: Tribal Court

REPORTS TO: Chief Judge

POSITIONS SUPERVISED: None

CLOSING DATE: MONDAY, APRIL 29, 1996

OVERALL RESPONSIBILITIES: Responsible for all administrative phases of Tribal Court operations including case file management, office management, official audio recording of court hearings, and forms development. Receives and files incoming court documents; assists individuals with filing court documents. Types court orders for judge's review and signature and insures orders are properly mailed; assists with typing requests from other departments as needed, with Tribal Court responsibilities always taking priority. Must be flexible in order to accommodate court scheduling. This is a 20-hour per week position.

EDUCATION AND TRAINING: High school graduate or equivalent and 5 years office experience preferably in a court or legal setting; OR current law student or paralegal.

SKILLS: Legal transcription or equivalent, intermediate level word processing, general office procedures, computer operations, minimum typing speed of 50 wpm.

KNOWLEDGE OF: Federal, State and Tribal confidentiality regulations or ability to acquire such knowledge.

ABILITY TO: Verbal/written communication skills; ability to relate to external agencies and individuals regarding tribal court procedures, assist with forms preparation and proper filing of legal documents; work well with little or no immediate supervision; work extended hours from time to time as needed by the court.

SPECIAL SKILLS AND ABILITIES: Possession of or ability to obtain Notary registration within 30 days of hire; Oregon Drivers License
OTHER DESIRED QUALIFICATIONS: Must know or be able to acquire knowledge of Tribal Court operating procedures; court document preparation; legal case file management within 90 days of hire; experience with WordPerfect 5.1 and/or Windows computer software.

To request an application call the CTGR Job line at (503) 879-2257.

Send Application to: Cindy Martin-Butler, Confederated Tribes of Grand Ronde,
9615 Grand Ronde Road, Grand Ronde, OR 97347.