



# The Legislative Branch of the Crow Tribal Government

144 Makawasha Avenue - Crow Agency, MT - 59022

Phone 406.638.2023/2025 - www.ctlb.org

## Application For Employment

Please Print Clearly

Name: _____	Position Applied For:   
Address: _____	
City: _____ State: _____ Zip: _____	
Home Telephone: _____ Work Number: _____	
Driver's License Number: _____	State Issued: _____
Date of Birth: _____	Social Security Number: _____

### Education or Training

High School Name: \_\_\_\_\_

Highest Grade Completed: \_\_\_\_\_ Date of Graduation: \_\_\_\_\_

College Name & Location:   	Date Attended: _____
	Year Completed: _____
	Number of Credits: _____
	Major Course of Study: _____

Year of Degree: \_\_\_\_\_ Type of Degree: \_\_\_\_\_

Other Schools/Training:   	Name/Location/Dates/Subject/Certificates: _____ _____ _____
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### Special Qualifications or Skills

List Qualifications:   	List Skills:   
Typing WPM: _____	Shorthand WPM: _____

### Personal References

Name/Occupation	Address	Phone Number

## Work Experience

*Please Print Clearly*

Current Employer Name & Address:	Position Title: _____ Salary: _____ Start Date: _____ End Date: _____
Supervisor Name: _____	Phone Number: _____
Number of Employees Supervised:	Position of Those Supervised:
Describe Your Duties:	Reason for Leaving:
Previous Employer Name & Address:	Position Title: _____ Salary: _____ Start Date: _____ End Date: _____
Supervisor Name: _____	Phone Number: _____
Number of Employees Supervised:	Position of Those Supervised:
Describe Your Duties:	Reason for Leaving:
Previous Employer Name & Address:	Position Title: _____ Salary: _____ Start Date: _____ End Date: _____
Supervisor Name: _____	Phone Number: _____
Number of Employees Supervised:	Position of Those Supervised:
Describe Your Duties:	Reason for Leaving:

*If Additional Space Is Needed Use A Blank Piece of Paper And Attach*

**All Applicants Are Subject To A Background Check.**

**I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

*We Restrict This Personal Information To Only Those Individuals Who Are Involved or Provide Support For The Application Process.*

*rev. 1/26/2021*

Crow Legislative Branch  
Position Description

**Title: ADMINISTRATIVE ASSISTANT**

**Mission Statement:**

The Legislative Branch office staff shall serve the Elected Officers, assist the Speaker of the House, the Secretary of the House, the Elected Legislative Representatives, The Individual and Collective Committees of the Legislative Branch, all Crow Tribal General Council members and the general Public with:

- Fundamental fairness
- Professional conduct
- Respect
- Impartiality
- Loyalty
- High standards of Ethical Conduct, including but not limited to maintaining confidentiality of all internal operational matters inherent to, in and before the Legislation Branch such that the functions and duties of the Legislative Branch are met as defined in the Constitution of the Crow Tribe of Indians wherein Article V is incorporated by reference, attached and made in integral part herein.

**Job Summary:**

The Legislative Branch Administrative Assistant serves as the Point of Contact for the Legislative Branch. This position provides clerical duties and performs as receptionist for the Legislative Branch Office. At the discretion of the Legislative Administrator, will be directed with daily office assignments to assist the following: Speaker and Secretary of the House, Legislative Legal Office, the Administrator and the Finance Office as well as the Senators.

**Key Responsibilities:**

- Answering telephone and forwarding messages to Senators and Branch Personnel
- Assigned clerical duties
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Filing assignments as directed
- Daily record keeping as directed
- Sending, receiving and distributing correspondence
- Provide general support to visitors
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies
- Handle sensitive information in a confidential manner

### **Minimum Job Requirements**

High School Diploma or GED, three years' experience directly related to the General Duties and Responsibilities and specified in the Skills, Knowledge and Abilities. Specialized Certified training or extensive work experience may be substituted.

### **Minimum Skills, Knowledge and Abilities**

- Effective written and oral communication skills
- Administrative Writing Skills
- Word processing skills
- Knowledge of computer and software
- Familiarity with legislative process and procedures
- Knowledge of Fed-Ex, UPS and certified mail procedures
- Ability to research and analyze relevant constituent issues and to track legislation
- Ability to perform multiple tasks accurately and efficiently under time constraints
- Ability to work both independently and cooperatively
- Ability to exercise professional judgment and maintain confidentiality
- Ability to develop and maintain record keeping systems and procedures
- Ability to maintain confidentiality of records and information of Branch business

### **Evaluation Procedures**

Performance of this position will be evaluated in accordance with provisions of the Legislative Branch Personnel Policy and Procedures Manual.

### **Salary**

Shall, depending on Education, Experience and in accordance with the provisions of the Legislative Branch Policy.

Approved by LR No. 19-

DATE: \_\_\_\_\_