



Crow Tribe Executive Branch Apsaalooke Nation
P.O. Box 159
Crow Agency, Mt. 59022

Position Available

Domestic Violence Administrative Assistant Domestic Violence Program

Will work with the Domestic Violence Supervisor to ensure that the services of this program are provided to the clients and will cooperate with the administrative staff.

SUMMARY: A position will be implemented within the Crow Tribal Domestic Violence Program to assist victims of domestic violence and promote trust and communication between the victims and the other Domestic Violence Resources and Department.

SUMMARY OF PRIMARY DUTIES AND RESPONSIBILITIES:

- Respond to and record inquiries referring issues to appropriate staff.
- Receive and review all incoming files and materials to determine priorities.
- Establish and maintain office filing system and data input.
- Maintain reception area, waiting room and office equipment.
- Arrange meetings and coordinate appointments.
- Perform other duties as assigned or directed by supervisor.

Requirements for Position:

1. High School, vocational/trade school and college.
2. Pay rate: DOE.

Open until filled.

Application and Job Description can be picked up at the Crow Tribe Human Resource Department @ 43 Heritage Rd. Crow Agency, MT. 59022.