

# The SHOSHONE-BANNOCK TRIBES

**FORT HALL INDIAN RESERVATION**  
P.O. Box 306  
Fort Hall, ID 83203



**HUMAN RESOURCE DEPARTMENT**  
Phone: (208) 478-3856/(208) 478-3857  
(208) 478-3850/(208) 478-3750  
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## JOB DESCRIPTION

**TITLE:** AGRICULTURAL RESOURCE MANAGEMENT & RANGE PROGRAM SUPPORT ADMINSTRATOR

**DEPARTMENT:** LAND USE - AGRICULTURAL RESOURCE MANAGEMENT (ARM) & RANGE PROGRAM

**SALARY:** (\$18.79 – \$21.86) G10-11/ S1-3

**OPENS:** April 15, 2024

**CLOSES:** April 26, 2024

**CAREER STATUS:** **NON-EXEMPT** – Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

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**Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.**

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### GENERAL PURPOSE:

The ARM & Range Program Support Administrator provides quality administrative, clerical, organization and communication assistance to the Programs. This is a shared position between listed programs. The incumbent is to also provide quality customer services to the general public and conveys pertinent information about the Tribes rules and regulations which pertain primarily to the ARM & Range Programs and secondarily to the Land Use Department.

### SUPERVISOR:

This position is supervised and evaluated by the ARM/Range Program Manager and directed by the ARM Program & Range Office Managers.

### DUTIES AND RESPONSIBILITIES:

The ARM & Range Program Support Administrator will assist the ARM & Range Program Office Managers in ensuring that all original documents are processed and maintained in accordance with the Tribal Records Management Manual and the Federal Trust Records Management; Land Titles & Records Office (LTRO).

**ARM & RANGE PROGRAM SUPPORT ADMINSTRATOR**

**Approved 4/12/24 DA3296**

This includes but is not limited to maintaining and updating an efficient and effective filing system of agricultural leases, incident reports, complaint logs, mail logs, pesticide application records, grazing & trail crossing permit leases, Tribal, State and Federal permits, financial reports, etc., and retrieves files or information as needed to ensure the orderly and timely business of the ARM & Range Program and Land Use Department.

The ARM & Range Program Support Administrator will be responsible for annual document preparation for microfilming and for periodic document incineration. Maintaining the security and confidentiality of client records is a must.

The ARM & Range Program Support Administrator will assist in entering new agricultural lease information into the Top view (Tribal D) Database Program and will assist in entering paperwork into the Federal Bureau of Indian Affairs Trust Asset and Accounting Management (TAAMS) system.

The ARM & Range Program Support Administrator will assist the Office Manager in processing applications and the certification test if necessary according to the rules set forth in the PCAP. They will assist in administering, correct and score the certification test and issue the respective licenses.

ARM & Range Program Support Administrator will assist with the preparation, processing and/or any modifications, assignment, cancellations that may occur during the tenure of a grazing and/or Trailing permit period and bid processes.

The ARM & Range Program Support Administrator will assist the Office Managers in developing, preparing and processing paperwork for the Feral Horse Project, Spring Creek Fund and Range & Bottoms AUM fees.

The ARM & Range Program Support Administrator will assist the Office Managers in ensuring that proper paperwork is submitted and/or filed regarding the CRP, CCRP and SAFE contracts.

The ARM & Range Program Support Administrator will assist the Office Manager with scheduling and notify all parties in reference to public and administrative meeting and hearings pertaining to agriculture, pesticides and range.

The ARM & Range Program Support Administrator may be called upon to help assist with impound of livestock, weighing horses, and the care of animals at the indoor arena that the ARM Program oversees or cattle count and some field work when needed by Range.

The ARM & Range Program Support Administrator must be able to adapt quickly to change(s).

On occasions the ARM & Range Program Support Administrator will be required to travel for training or other off reservation programs, conventions or workshops.

The ARM & Range Program Support Administrator may be required at times to work after hours and/or on weekends when needed.

The ARM & Range Program Support Administrator is an important team member of the Land Use Department and will assist with general department functions on an as needed basis as authorized by the ARM Program Manager & Office Manager.

The ARM & Range Program Support Administrator is committed to quality services, shows understanding, friendliness, courtesy, tact, empathy, cooperation, and politeness to others; relates well to different people from varied backgrounds and different situations and projects a professional attitude and appearance.

**MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC.** A breach of confidentiality will be subject to appropriate disciplinary action, up to and including termination from employment.

Conducts self with a professional mannerism that will bring credit to the Tribal Government.

Performance and competency standard shall include but not be limited to:

- Ability to maintain dependable attendance and reliability.
- Ability to comprehend and apply regulations, ordinances, and technical information to position functions.
- Ability to promote positive public relations and to provide quality customer services.
- Ability to provide quality and efficient support services.
- Ability to establish and maintain effective working relationship with staff, Managers, and Directors.
- Ability to multitask and complete tasks in a timely manner and ability to work independently with little supervision.
- Efficient application of ARM & Range practices and procedures.

Duties and responsibilities will include other activities and areas as needed to carry out program functions.

**QUALIFICATIONS:**

Applicants **must** be able to pass a Tribal & Federal Background check and/or investigation.

A valid Idaho State driver's license and be insurable under the Tribes.

Applicants must demonstrate excellent verbal, written, and computer communication skills including experience with word processing and spreadsheets.

**Preferred Educational and Experience Qualifications:**

**Grade 11: Qualifications (Step 1-3):**

The applicant must have an Associate's Degree in Business Administration, Office Technology, or similar post-secondary education with one-year administrative experience the Shoshone-Bannock Tribes or a similar government organization.

OR

A high school diploma or GED certificate and seven (7) years of successful experience in an administrative/clerical position for the Shoshone-Bannock Tribes or a similar government organization (Experience & education will determine Step).

**Additional Preferred Qualifications**

Experience and knowledge on the Shoshone-Bannock's Tribal property and procurement procedures.

Experience/knowledge working with QuickBooks, Tribal D & TAAMS software, Microsoft Office programs and Outlook.

Bookkeeping experience and knowledge of general accounting procedures and practices.

Knowledge of standard policies, procedures and practices applicable to office management.

A basic knowledge of agricultural industry (i.e., farming and ranching) is desired.

A basic knowledge of the Fort Hall Indian Reservation's boundaries (i.e. districts, allotments, fee land, trust land, etc...).

Interpret legal descriptions, aerial photographs, plat maps, must be able to interpret land ownership interest.

A basic knowledge of the Shoshone-Bannock Tribes Range Land Ordinance, Livestock Ordinance, PCAP Ordinance and any other policies, codes and/or ordinances that pertain to the ARM & Range Department.

A successful employment history that demonstrates the ability to successfully perform the functions of this position. Applicants who have been terminated for cause from previous employment may be disqualified pursuant to the Personnel Policies and Procedures of the Shoshone Bannock Tribes.

**Minimum Educational and Experience Qualifications:**

**Grade 10 Qualifications (\*Step 1-3):**

The applicant must have a high school diploma or GED certificate and five (5) years of administrative/clerical experience with the Shoshone-Bannock Tribes or a similar government organization (\*Experience & education will determine Step).

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual.

## **IMPORTANT APPLICATION CRITERIA**

**Instructions:** You must turn in all supporting documents to be eligible for this position you are applying for.

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at [www.sbtribes.com](http://www.sbtribes.com). Applications can be sent via email to [recruitment@sbtribes.com](mailto:recruitment@sbtribes.com) or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

***Telephone calls are not accepted in place of an employment application or letter of interest.***

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.