

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
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JOB ANNOUNCEMENT

TITLE: Assistant Loan Officer/Collector
DEPARTMENT: Tribal Credit
SALARY: \$22.75 – \$26.63 G12-13/ S1-3
OPENS: April 8, 2024
CLOSES: April 19, 2024
CAREER STATUS: NON-EXEMPT – Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

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.

GENERAL PURPOSE:

The Assistant Loan Officer/Collector is an intermediate position. All major phases of work are subject to review by the Tribal Credit Director. Work must conform to established credit procedures as prescribes in the Tribes' Declaration of Policies and Plan of Operations-Credit Program, and the Bureau of Indian Affairs (BIA), code of Federal Regulations (CPR), and other applicable Tribal and Federal Laws.

This is a dual-purpose position that receives technical training in the duties and responsibilities of the Tribal Credit Director and provides management support to the Tribal Credit Director. As a Management support position the incumbent will assist the Tribal Credit Director with compliance, department oversight, and service delivery to the Shoshone-Bannock Tribal membership. Coordinates administrative support and compliance activities with the director, the Credit Board, Fort Hall Business Council, and management system departments.

A high degree of efficiency and accuracy in the review of loan contracts, securing documents and in the maintenance of loan accounts is required. Self-motivation, responsibility, and confidentiality are extremely important to the smooth operation of the Tribal Credit Program

SUPERVISION:

The Assistant Loan Officer/Collector is supervised and evaluated by the Tribal Credit Director. Duties and responsibilities are governed by the Tribal Management Systems and enacted directives from the Tribal Business Council.

May supervise and evaluate program personnel as specified or as delegated to applicable Credit policies and the Tribal Personnel Manual.

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DUTIES AND RESPONSIBILITIES:

Confidentiality of clientele's financial and personal history is extremely important any violation will subject employee to immediate dismissal.

Reviews delinquencies and pursues collections through notices, letters, negotiating borrowers on alternatives to resolve delinquencies. Recommends actions in foreclosures, repossession and liquidation of security to the Credit Board. Prepares monthly, quarterly, annual and special reports.

Advises members of the Tribal Credit Board on credit procedures in accordance with the provisions of the Tribes Declaration of Policies and plan of Operations-Credit program, and the BIA Credit Manual. This advice would be limited to established credit regulations and would not be based on personal interpretations, technical considerations or issues of controversy.

Works with the Tribal Credit Director and Credit Board to provide assistance on credit or credit related matters. The expertise provided by the employee determines the quality and quantity of the loans to individuals, associations and enterprises and subsequently enhances the Tribes financial growth and expansion of services provided to its members.

Assists with the coordination, implementation and evaluation of the loan programs, including loans made under the Indian Financing Act. Initiates or modifies plans, policies, materials or procedures for program improvement at the local level with recommendations to the Tribal Credit Director then the Credit Board.

Researches and represents the Credit Program by filing civil complaints for prosecution against the borrower, when loans are defaulted.

Researches and prepares estate claims on trust property and non-trust property secured for loans.

Attends hearings and completes any follow up as required to obtain judgment, foreclosure or repossessions of security

Assist borrowers with applications. Reviews and verifies personal and or business budgets, income, expenses, financial projections, verifies land holdings and secures appraisal and or works with the Superintendent for appropriate actions.

Reviews management policies and structures, plans of operations, action plans, financial reports and budgets, organizational papers, legal documents for loans and items as they pertain to individual documents for loans. Assures financial transitions and record keeping system are maintained with General Accepted Accounting Principles (GAAP) and secures an audit of financial records.

Assists the Tribal Credit Director in the overall administration of the Credit Program

Disburses and tracks all Tribal Lending loans and provides quarterly reports to Tribal Credit Director for preparation of Annual audits. Addresses any questions and or concerns FHBC may have.

All major phases of work are subject to review by the Tribal Credit Director. Work must conform to established credit procedures as prescribed in the Tribe's Declaration of Policies and Plan of Operations - Credit Program, and the Bureau of Indian Affairs (BIA) Manual, Code of Federal Regulations (CFR) and other applicable Tribal and Federal Laws.

Performance Standards shall include but not be limited to:

- Ability to provide quality and efficient administrative support services.

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- Ability to establish and maintain effective work relationship with staff.
- Ability to work independently with little supervision.
- Ability to read and properly interpret policies, procedures, ordinances, resolutions and legal Documents relative to job functions.
- Ability to maintain dependable attendance and reliability.

Other Duties as Assigned-Duties and responsibilities shall include other related activities as needed to carry out the position functions.

QUALIFICATIONS:

The qualification requirements and compensation assignments are progressive and aligned with the following levels of education and experience, this is a career advancement position:

Minimum Educational & Experience Qualifications (G12 DOE Negotiable):

High School Diploma or GED certificate. (Official GED or High school transcripts must be submitted with employment application) and;

2 years' experience in credit, accounting, or lending position.

1 year of supervisory experience.

Must have a valid driver license and be insurance with the Tribes Insurance Company.

Must be able to pass a background investigation. Must have never been convicted with a misdemeanor or felony conviction from a Tribal, Federal, or State court for a criminal offence involving dishonesty, including fraud, theft of any kind, embezzlement, misappropriation or mishandling of funds. Permanent employee status will be contingent upon the result of the Criminal Background check.

Must have knowledge and understanding of the Shoshone-Bannock Tribes Consumer Code and Law and Order Code

Preferred Education & Experience Qualifications (G13 DOE Negotiable):

Possess minimum qualifications above; and

An Associates Degree from an accredited college or university in Finance or related Business field is preferred (***Official college transcripts must accompany employment application***).

Must be a member of the Shoshone-Bannock Bar Association.

Must be eligible to present cases in Tribal Court and knowledgeable of the Shoshone-Bannock Tribes Consumer Code and Law and Order Code.

Must be eligible for bonding. This qualification will be verified through a criminal and credit background check.

Additional qualifications:

Employment History must prove credibility and dependability.

Must demonstrate ability in interpreting applying laws, regulations and policies.

Knowledge of computerized finance systems.

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Must demonstrate knowledge of book keeping.

Knowledge of collection methods and techniques.

Must be knowledgeable of the Code of Federal Regulations (CFR) as well as the surrounding Counties, State, and Federal laws.

Must be computer literate and have knowledge and experience in computerized finance systems.

Must have a thorough knowledge of the principles, laws and regulations of lending.

Must possess good communication skills.

Must have excellent people skills and have knowledge of the cultural, tribal customs and traditions.

Employment checks must demonstrate a dependable work records and past success in meeting the required performance standards of this position.

Must be eligible for bonding. This qualification will be verified through a criminal and credit background check.

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. Applications can be sent via email to 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.

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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.