



**ROCKY BOY**  
HEALTH CENTER

# EMPLOYMENT ANNOUNCEMENT

**POSITION:** FACILITIES SECRETARY  
**SUPERVISOR:** EH/I DIRECTOR

**DEPARTMENT:** FACILITIES  
**SALARY:** HS STARTING \$17.00  
CERT STARTING \$17.85  
ASSOCIATES STARTING \$18.74

*SALARY RISES BASED ON EXPERIENCE*

**CLASSIFICATION:** REGULAR, FULL-TIME  
**OPENING DATE:** OCTOBER 30, 2024

**CLOSING DATE:** NOVEMBER 15, 2024

### POSITION SUMMARY:

This position provides secretarial services to the Rocky Boy Health Center. Secretarial services focus on maintaining practical office procedures; handling typing, filing, and recording necessities. Assists other secretaries with their workload when necessary.

### MAJOR DUTIES:

- Provides office automation duties by use of the computer multiple word processing software, electronic spreadsheets, graphs, to create, format, modify and print documents electronically for the environmental department staff.
- By automation compile and producers regular, recording, and numerous special non-recurring reports as required and compiles and submits statistical data as required by management.
- Assists Facilities Director in inspecting quarters for the Rocky Boy Health Center.
- Receives telephone and personal callers and utilizes knowledge of the organization, programs, operations, procedures to make proper disposition of inquiries.
- Maintains familiarity with day-to-day program operation, policies, and procedures, etc., in order to provide up to date and accurate information to engineers and other health personnel, outside agencies, and tribal representatives.
- Updates the homeowner files with all as-builts and contracts that can be found pertaining
- Other duties as assigned.

*THIS EMPLOYMENT ANNOUNCEMENT DOES NOT CONTAIN A COMPREHENSIVE DESCRIPTION OF ACTIVITIES, DUTIES, OR RESPONSIBILITIES THAT ARE REQUIRED FOR THIS POSITION. DUTIES, RESPONSIBILITIES, AND ACTIVITIES WILL BE REVIEWED PERIODICALLY AS DUTIES AND RESPONSIBILITIES CHANGE WITH NECESSITY.*

### MINIMUM QUALIFICATIONS:

*APPLICANTS WITH CREDENTIALS THAT DO NOT MEET THE MINIMUM QUALIFICATIONS FOR THIS POSITION WILL NOT BE CONSIDERED.*

- Requires a high school diploma or equivalent.
- Three [3] year's experience in an administrative position.
- Valid Montana Driver's License with clean driving record for last three years.

### APPLICANTS MUST SUBMIT THE FOLLOWING ITEMS:

- Rocky Boy Health Center Employment Application
- Letter of interest/Cover letter
- Resume or Curriculum Vitae
- Copy of Valid Montana Driver's License
- Consent to Release Driving Record & Non-identifiable Personal Information Request (MT DOJ form)

*ROCKY BOY HEALTH CENTER HUMAN RESOURCES IS NOT RESPONSIBLE FOR ENSURING APPLICATION PACKAGE IS COMPLETE. ONLY THOSE APPLICATIONS PROPERLY COMPLETED AND RECEIVED ON OR BEFORE THE CLOSING DATE AT 4:00 PM WILL BE CONSIDERED FOR THE POSITION ADVERTISED.*

*ALL EMPLOYMENT OFFERS ARE CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG TEST. SUCCESSFUL APPLICANTS ARE SUBJECT TO A 60-DAY PROBATIONARY PERIOD.*

### SUBMIT APPLICATION:



In Person

Rocky Boy Health Center Human Resources Office  
6850 Upper Box Elder Road Box Elder, Montana 59521



E-mail

[rbhchr@rbclinic.org](mailto:rbhchr@rbclinic.org)



Online

<https://www.rbclinic.org/employment>

### APPROVED FOR ADVERTISEMENT:

DocuSigned by:

*Joel Rosette*

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Joel Rosette,

Chief Executive Officer