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JOB ANNOUNCEMENT

Opening Date: January 30, 2009
Closing Date: February 13, 2009
POSITION: Court Advocate

LOCATION: Administration
Fort Berthold Housing Authority
PO Box 310
New Town ND 58763

SALARY: Negotiable \$32,731.00 - 34,207.00
CLASSIFICATION: Non-Managerial, Regular, Full-time, Benefits.

All persons interested in this position must submit an application/resume, transcripts, training/skill certificates, copy of Drivers License. Applications may be picked up at the Fort Berthold Housing Authority.

If you are claiming Indian Preference, submit the appropriate documentation. We do not accept faxed copies of job applications. All applications/resume's must be received or postmarked at the close of business 4:30 p.m. on March 14, 2008. Fort Berthold Housing Personnel does not keep applications on file, they will be returned to you after the selection process is complete

JOB SUMMARY

This position is located in Fort Berthold Housing Authority central office in the Lease-Contracts & Agreements Enforcement and Collections area of the Tenant Relations Department and the Affordable Housing Department. The Court Advocate's primary responsibility is to prepare, file, and prosecute eviction and other tenant-related cases in Tribal Court, under the supervision of the Department Manager and Housing Authority Attorney. The Court Advocate may also be required to represent the Housing Authority in other civil cases in Tribal Court, with the assistance of the Housing Authority Attorney, as assigned by the Executive Director. This position requires accuracy and attention to detail, trustworthiness, integrity and honesty and provides extensive administrative support to process court cases. The Court Advocate shall be required to travel and is subject to reassignment of caseload at the discretion of the Executive Director. Work mainly involves performing prescribed tasks in a timely and predictable order. The Court Advocate is expected to advocate for and on behalf of the Housing Authority, consistent with its goals, policies, procedures and regulations. The Court Advocate must be highly organized and fully competent to independently perform the full range of duties and is under supervision of the Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs duties and responsibilities fit to functional service area with the Tenant Relations Department and Affordable Housing Department, which may include, but are not limited to, any combination of the following tasks:

- Work with Tenant Relations Field Officers and Affordable Housing Department to serve as a resource in Orientation and Counseling sessions to inform and educate tenant and home buyers of their legal rights and responsibilities, and the grievance policy and procedure in pre and post-admissions and occupancy stages, either individually or in group training sessions, including community resources and services: property care and maintenance obligations, to on-going follow-up property care and maintenance obligations of the family, budgeting and money management, fire safety; and other creative homemaking educational subject areas to promote good tenant relations.
- Follow up on referrals and recommendations, from the Tenant Relations Field Officers and Affordable Housing Department concerning their respective Regular Review of payments Pattern Plan specific to functional service area, and respect their initiated mediation efforts and their work to cure breaches, with the necessary follow through action with the on-going practice of giving regular written notice to tenants and home buyers regarding compliance and on-compliance matters, through documented Home Visits or certified mail prior to taking to taking adverse action to address delinquencies and/or breaches.
- Process and complete all preliminary court case paperwork to initiate the Enforcement and/or collections process by preparing relevant tenant/home buyer information, including date, name and address and narrative of described incident breach of contract, lease, or agreement on appropriate form.
- Serve appropriate notification of breaches to tenant and home buyers in a professional and timely manner according to policy and procedure.
- Adhere to the Fort Berthold District Court rules for filing Housing's Enforcement and/or Collections court cases.
- Assist in the preparation of a quarterly Enforcement and Collections Report for reporting admissions and occupancy achievement and process.
- Present all completed/certified court case hard copy paperwork to central office for departmental filing and forward necessary information and paper and records to housing attorneys as requested.
- Attend staff meetings and participate in continuous improvement and development planning for the on-going admissions and occupancy communications need.
- Communicate with Housing employees, Board, and tenants in a professional and courteous manner.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

Court Advocate must have a thorough knowledge of the Admissions and Occupancy requirements, knowledge of Mandan, Hidatsa, & Arikara Tribal Landlord Tenant Code, NAHASDA/HUD, Fort Berthold District Court, Federal, State and other local laws and regulations, as well as organizational policies and procedures, proficient skills in the use of English grammar, spelling and composition, computer skills, effective time management and office management operations, skill to prepare and participate in external & internal audits, plus incumbent must have ability to:

- Evaluate personal training needs, request and be persistent in attainment of training and certification requirements.
- Perform with accountability in a flexible decentralized work environment
- Be self-confident in adverse situations dealing with complaints from people, and work to resolve disputes.
- Communicate professionally, both orally and in writing.
- Develop rapport with a wide variety of tenants and promote their cooperation.
- Initiate and perform required tasks to completion with minimal supervision.
- Establish and maintain effective working relationships with multi-departments and public agencies.
- Meet rigorous reporting requirements and compile documentation accurately in a timely manner.
- Recommend corrective action consistent with Tribal, Federal, State, local laws and regulations.

WORKING CONDITIONS & PHYSICAL EFFORT:

Work is performed in multiple conditions: Central office setting, diverse field conditions, in vehicle, court, potentially stressful environment involving the risk of exposure to hostile situations. Physical effort entails operating office equipment, sitting, standing, and driving a motor vehicle.

QUALIFICATIONS & SPECIAL REQUIREMENTS

- Minimum: Associate of Arts Degree or 5 years work experience in related field.
- Valid ND State Driver's License
- Participate in Drug-Free random testing
- Pass a criminal back ground check
- Attendance at work during regularly scheduled work hours
- Maintain an organized, clean, safe and sanitary work environment
- Work cooperatively with co-workers, supervisor, and customers
- Respectfully maintain confidentiality of applicant, tenant, and home buyer data

Ryder News

continued from page 5

for a few hours so John and Staci could get away for a while. He sure is a cute little baby and I will have another picture to share when he is a little older.

I do have a schedule of some January basketball games: Jan. 29-5/6 & 7/8 boy's basketball game against New Town at Plaza 3:30/4:30. Jan 30-girl's basketball game at Mandaree 5:45/7:15. Jan 31 boy's basketball at Our Redeemers (Minot Auditorium) 6 p.m.

Family and friends helped Evelyth Wohlk celebrate her 90th birthday with a party on Jan. 11 at the Garrison Senior Citizens Center. Following the open house at the center, a family supper was served.

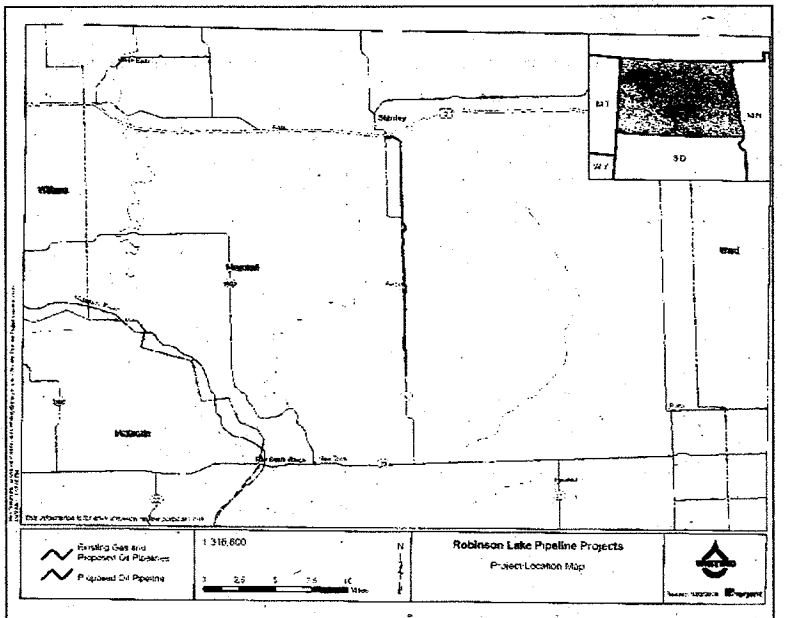
I'm wondering if any of my

Raub, Roseglen or Parshall readers have any pictures of Raub in the "old" days. I'd like to find a picture or pictures of when Raub was a flourishing town with many businesses. If anyone has pictures, please let me know and maybe you can send me a copy or scan it and e-mail it to me. We'll work something out. There isn't much left of Raub anymore and some of us would like a memento of days gone by.

Looks like we have reached the end of the column once again for the week so stay warm, stay safe, and watch out for the deer on the road.

There is a very fine line between "hobby" and "mental illness."

Public Notices



Public notice of Whiting Oil filings, rescheduled hearings

STATE OF NORTH DAKOTA
PUBLIC SERVICE COMMISSION
Whiting Oil and Gas Corporation
6-inch Natural Gas Line/Mountrail Cty
Siting Application
Case No. PU-08-843
Whiting Oil and Gas Corporation
8-inch Oil Line/Mountrail County
Siting Application
Case No. PU-08-844

NOTICE OF FILINGS AND NOTICE OF RESCHEDULED HEARINGS January 22, 2009

On November 17, 2008, in Case No. PU-08-843, Whiting Oil and Gas Corporation (Whiting) filed an application for a waiver or reduction of certain procedures and time schedules and a consolidated application for certificate of corridor compatibility and route permit for the construction of a 6-inch natural gas pipeline in Mountrail County, North Dakota, as shown on the attached map. The Commission finds the application is complete.

On November 17, 2008, in Case No. PU-08-844, Whiting filed an application for a waiver or reduction of procedures and time schedules and a consolidated application for a certificate of corridor compatibility and route permit for construction of an 8-inch crude oil pipeline in Mountrail County, North Dakota, as shown on the attached map. The Commission finds the application is complete.

The proposed location of the pipelines is shown on the attached map. The 6-inch natural gas pipeline and the 8-inch crude oil pipeline would be separated by 15 feet.

Whiting requests the Commission waive the procedures and time schedules set forth in North Dakota Century Code Sections 49-22-08 and 49-22-08.1 to allow for single consolidated applications for Corridor Certificate and Route Permit for the projects. Whiting further requests that the Commission reduce the minimum width of the corridor to 1 mile under North Dakota Administrative Code Section 69-06-04.02.

In North Dakota Century Code Chapter 49-22 and North Dakota Administrative Code Article 69-06 to allow

for a single consolidated application for corridor certificates and route permits and hold one consolidated hearing on the waiver requests and applications for corridor certificates and route permits.

The Public Hearings on Case No. PU-08-843 and Case No. PU-08-844 previously scheduled for January 13, 2009 were postponed due to a winter storm. The rescheduled Public Hearing on Case No. PU-08-843 is scheduled to begin Tuesday, February 3, 2009 at 12:00 noon followed immediately by the rescheduled Public Hearing on Case No. PU-08-844. Both hearings will be held at the Mountrail County Courthouse, Community Room, 101 North Main Street, Stanley, North Dakota.

The issues to be considered in these proceedings are:

1. Will the location, construction, and operation of the proposed facilities produce minimal adverse effects on the environment and upon the welfare of the citizens of North Dakota?
2. Are the proposed facilities compatible with the environmental preservation and the efficient use of resources?
3. Will the proposed facility locations minimize adverse human and environmental impact while ensuring continuing system reliability and integrity and ensuring that energy needs are met and fulfilled in an orderly and timely fashion?
4. Is it appropriate for the Commission to waive procedures and time schedules as requested, including the requests for single consolidated applications for corridor certificates and route permits?

For more information contact the Public Service Commission, State Capitol, Bismarck, North Dakota 58505, 701-328-2400; or Relay North Dakota 1-800-366-6888 TTY. If you require any auxiliary aids or services, such as readers, signers, or Braille materials please notify Darrell Nitschke, Executive Secretary, at least 24 hours in advance.

PUBLIC SERVICE COMMISSION
Tony Clark, Commissioner
Kevin Cramer, President
Brian P. Kalk, Commissioner
(Jan. 30, 2009)