



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**Position:** **Administrative Assistant II - (Enrollment Department) Full Time; Regular -1**

**Summary:** The position will provide a broad range of skilled administrative support functions to the supervisor and the department. The position will provide a variety of basic clerical support to the department supervisor, enabling an efficient operation from intake to completion. Assists in implementation and coordination of office systems and policies and procedures.

**Employment Qualifications:** A qualified candidate offers:

- High School Diploma or GED.
- A work experience of two (2) or more years as an Administrative Assistant or similar.
- The technical skills of an intermediate user of MS Office software, computers, and office equipment. The candidate's technical skills will be tested during the interview process. **Preferred** to have a strong background utilizing databases and generating reports.
- Ability to hold to a high standard of confidentiality in all aspects of position and responsibilities.
- Notary Public or ability to obtain one within six (6) months of hire.
- A current valid Driver's License with the ability to be insured under the Tribe's insurance policy.

**Pay Grade:** NE7

**Hiring Range:** \$13.11–\$16.41

**Status:** Non- Exempt / Hourly

**Indian Preference applies in accordance with Ordinance #15-600-02**

### **Application Instructions:**

Obtain an application form and a copy of the position description on the Tribe's website [www.lrboi-nsn.gov](http://www.lrboi-nsn.gov) or by contacting Human Resources at:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Phone: (231) 398-6859; Email: [aliciaknapp@lrboi-nsn.gov](mailto:aliciaknapp@lrboi-nsn.gov).

*To apply, please submit completed application, degree transcripts, any relevant training/certificates, cover letter, resume, and copy of driver's license front and back to:*

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Fax: (231) 331-1233; Email: [aliciaknapp@lrboi-nsn.gov](mailto:aliciaknapp@lrboi-nsn.gov).

**Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes: passing a pre-employment drug test, passing an extensive background investigation in accordance with Tribal Government & Gaming Commission regulations, successfully completing a 90-day introductory period, possessing a valid Driver's License throughout employment, and being insurable under the Tribe's auto insurance policy.**

**Incomplete submissions will not be considered.**

**For the complete job description or further information, please contact the LRBOI HR Department.**