



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

POSITION: Administrative Assistant II (Tax Department) – Part-time

SUMMARY: Provides a variety of basic administrative/clerical support functions to the department supervisor, in accordance with the Tribe/State Tax Agreement. Tribal Tax and Revenue Administrative Ordinance, and Tribal Tax Regulations.

EMPLOYMENT QUALIFICATIONS: Minimum Necessary Qualifications -

- High School Diploma or GED; and
- The technical skills of a basic user of MS Office software, computers, and office equipment; and
- A work experience of one (1) or more years as an office assistant or similar is preferred; and
- A work experience of one (1) or more years in tribal government operations is preferred; and
- A work experience and/or knowledge of State Statutes and taxation ordinances including retail sales and use tax, motor fuel tax, tobacco products tax, and income tax is preferred; and
- Superior performance in the selection process as determined at the sole discretion of the LRBOI Hiring Manager, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a Driver's License throughout employment and being insurable under the Tribe's insurance policy.

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

Pay Grade: NE7 Hiring Range: \$15.00 – 18.02 – Commensurate with verified Qualifications

Status: Non- Exempt /Hourly/Bi-weekly Pay

Background Check: Extensive

Application Instructions:

Obtain an application form and a copy of the position description by contacting Human Resources at: LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
phone: (231) 398-6859; Email: aliciagoff@lrboi-nsn.gov.

To apply please submit completed LRBOI application, any trainings/certificates relevant to position, cover letter, resume and copy front/back of driver's license; to:
LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
fax: (231) 331-1233; Email: apply@lrboi-nsn.gov.

Incomplete submissions will not be considered.

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

For further information, please contact the LRBOI HR Department.

Posted: 07/17/2023

Removal: 07/31/2023