



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Administrative Assistant II (Enrollment Department) - Repost - Full-time, Regular

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.
- Is a Notary Public or ability to obtain one within six (6) months.
- A current valid Driver's License with the ability to be insured under the Tribe's insurance policy.

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

Pay Grade: NE7

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

Remote Work Eligible: No

Hiring Range: \$13.11 – 16.41

Back Ground 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:* aliciaknapp@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, no later than May 28, 2021 at 5 p.m.; to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
fax: (231) 331-1233; *Email:* aliciaknapp@lrboi-nsn.gov .

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.

Incomplete submissions will not be considered.