



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**Position:** **Administrative Assistant/Peacemaker –Tribal Court - (1) FT**

**Pay Grade:** NE8 **Hiring Range :** \$16.22 – \$19.84 **Commensurate with Verified Qualifications**  
**Status:** Non-Exempt Hourly/Bi-weekly Pay **Background Check:** Extensive

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

**Summary:** Provides a broad range of skilled administrative support functions for Judges, Court staff, and the Probation/Peacemaking department, enabling an efficient operation from intake to completion. Assists in court activities and Peacemaking services.

### **Employment Qualifications: Minimum Necessary Qualifications –**

A qualified candidate shall offer the following:

- Knowledge level that would be acquired through the receipt of a High School diploma or GED;
- Work experience of two (2) or more years as an Administrative or Legal Assistant, or Court Clerk;
- Technical skills of an intermediate to advanced user of MS Office Software, case management database systems, computers, and office equipment
- An understanding of the Tribal Court system, Tribal laws and Peacemaking.
- Knowledge of Anishinaabek culture and traditions.
- Basic knowledge and understanding of legal terms.

### **Duties and Responsibilities:**

1. Performs clerical work, including but not limited to, case file management, data entry, answering phones, processing department mail, responding to e-mail correspondence, greeting visitors, scheduling hearings and appointments, providing basic answers to court-related questions, and referring visitors to the appropriate staff members.
2. Operates a broad range of office equipment such as computers, copiers, multi-line telephones, scanners, shredders, and other department specific machines. Works with vendors/IT staff for proper equipment maintenance.
3. Occasionally performs court clerk/recorder duties, including but not limited to, preparing the courtroom for hearings, ensuring that courtroom equipment is operational and ready for use, notifying the Judge when the appropriate parties are present, swearing in witnesses, ensuring that court hearings are recorded, making a written log of events in the proceeding (witness order, time, etc.), marking and entering exhibits as required.
4. Prepares transcripts, recordings of hearings, and copies of cases per record requests.
5. Receives, receipts, records and deposits fees, fines, costs, reimbursements and all other monies or property, following court procedures.
6. Performs clerical work for the Peacemaking/Probation Department as needed, including but not limited to, case file management, data entry and development of forms.
7. Assists the Peacemaking/Probation Department in Peacemaking sessions, trainings, and presentations.
8. Occasional overnight travel for meetings and continuing education.
9. Occasional evening or weekend hours for Court hearings or Peacemaking sessions/presentations.

10. Maintains confidentiality in all aspects of work and complies with all applicable tribal, federal, or state laws and procedures.
11. Performs workload support functions, as assigned by supervisor, associated with department processes. Trains as a cross-functional team member for basic task completion duties.
12. All other position/department related duties as assigned by supervisor.

**Application Instructions:**

**Obtain an application** form (fillable online) on the Tribe's website [www.lrboi-nsn.gov](http://www.lrboi-nsn.gov) (under "Employment" heading) or 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: [apply@lrboi-nsn.gov](mailto:apply@lrboi-nsn.gov) ATTN: HR*

**To apply:** Please submit completed application, cover letter, resume, transcripts from degree (If applicable), any relevant training/certificates/licensures as asked for under qualifications, copy of Tribal ID Front/back (if applicable) 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: [springmedacco@lrboi-nsn.gov](mailto:springmedacco@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.**

***For further information, please contact the LRBOI HR Department.***

**Posted: 11/25/2024**

**Removed: Until Filled**