



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position(s): Administrative Assistant I - (Tax Department; Part-Time Permanent).

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 Administration Ordinance, and Tribal Tax Regulations.

Employment Qualifications: A qualified candidate offers:

- a High School Diploma or GED; and
- a work experience of one (1) or more years as an office assistant or similar; and
- the technical skills of a basic to intermediate user of MS Office software, computers, and office equipment; and
- a work experience of one (1) or more years in tribal government operations; 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; and
- must successfully pass a pre-employment physical, drug/alcohol screen, fingerprinting and extensive background investigation.

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

Pay Grade: NE05

Hiring Range: \$10.84 - \$13.56

Status: Non- Exempt / Hourly / Bi-weekly

Application Instructions:

Obtain an application form and/or request a copy of the position description on the Tribe's website 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 or jobs@lrboi-nsn.gov .

To apply, please submit completed *application, cover letter, resume, and a copy of driver license;* by 5 pm, August 12, 2019 to:

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

fax: (231) 398-9101; Email: aliciaknapp@lrboi-nsn.gov or jobs@lrboi-nsn.gov .

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

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

Posted – 07/29/2019

Remove – 08/12/2019