



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: **Legislative Assistant – Tribal Council (Full Time - Regular)**

Summary: This position is responsible for providing high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

Employment Qualifications: A qualified candidate offers:

- an Associate Degree with major emphasis in Business, Political Science, Public Administration or related is required. Or a High School Diploma /GED and a work experience of five (5) or more years as an executive or administrative or legislative assistant; and
- Prior experience working for or with a Tribal Government is required; and
- Extensive knowledge and experience working with Native American communities, culture, customs, and cultural law is required; and
- Enrolled citizen of a Federally recognized tribe or Alaskan native is required.

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

Pay Grade: E2

Hiring Range: \$32,600 – \$43,311

Status: Exempt/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: aliciaknapp@lrboi-nsn.gov.

To apply please submit completed application, cover letter, resume, copy of Tribal or Alaskan Native ID - front/back, transcripts for Associate Degree, any/all licensure(s) and/or certifications required/relevant for position, and resume; to:

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

Incomplete or late submissions will not be considered.

For further information, please contact the LRBOI HR Department.

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

Posted: 07-22-2021

Remove: Until Filled