



## **LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT**

**POSITION: Program Specialist – Members Assistance - 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: Minimum Necessary Qualifications -**

- High School Diploma or GED; and
- A work experience of two (2) or more years as an Administrative Assistant or similar; and
- 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; and
- Ability to hold to a high standard of confidentiality in all aspects of position and responsibilities; and
- Is a Notary Public or ability to obtain one within six (6) months; and
- A current valid Driver's License with the ability to be insured under the Tribe's insurance policy; 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:** NE6      **Hiring Range:** \$15.00 – \$17.74 – **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 online at LRBOI website [lrboi-nsn.gov](http://lrboi-nsn.gov) under the "Employment" heading 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](mailto:aliciaknapp@lrboi-nsn.gov).*

**To apply please submit completed LRBOI application, cover letter, resume, any trainings/certificates relevant to position, copy front/back of Tribal ID (if applicable) 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](mailto:apply@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.**

**Posted: 12/13/2022**

**Removed; 12/27/2022**