



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**POSITION: Administrative Assistant II (Enrollment Department) - 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. **Preferred** to have a strong background utilizing databases and generating reports; 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: NE7    Hiring Range: \$13.11 – 16.41 – 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** 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, any trainings/certificates relevant to position, cover letter, resume and copy front/back of driver's license; to:**  
LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660  
*fax: (231) 331-1233; Email: [aliciaknapp@lrboi-nsn.gov](mailto: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.**

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

**Tribal Member Posting Period – 04/14/2022 through 04/23/2022**

**General Posting Period – Subject to outcome of Tribal Member selection process.**