



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**POSITION: Administrative Assistant (Tribal Court) – Part-time**

**SUMMARY:** Provides a broad range of skilled administrative support functions for Judges, Court Administrator, and other staff members, enabling an efficient operation from intake to completion. Assists in court activities and peacemaking/probation services.

**EMPLOYMENT QUALIFICATIONS: Minimum Necessary Qualifications -**

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

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

**Pay Grade:** NE7 **Hiring Range:** \$13.11 – 16.41 **Status:** Non- Exempt /Hourly/Bi-weekly Pay  
**Background Check:** Extensive **Remote Work Eligible:** No

**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, copy of Tribal ID front/back (if applicable) and copy front/back of driver license; to:**

LRBOI Tribal Court, ATTN: Court Administrator; 3031 Domres Road, Manistee, MI 49660

fax: (231) 398-3404; 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.

**Incomplete submissions will not be considered.**

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

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