



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

POSITION: Administrative Assistant/Peacemaker - Tribal Court (FT – 1)

SUMMARY: Provides a broad range of skilled administrative support functions for Judges, Court staff, and the Probation/Peacemaking department, enabling an efficient operation from intake to completion. Assists in court activities and Peacemaking 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.
- Knowledge of Anishinaabek culture and traditions.
- Basic knowledge and understanding of legal terms.

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

Pay Grade: NE8 **Hiring Range:** \$14.42 – 18.05 – Commensurate with Verified Qualifications
Background Check: Extensive **Status:** Non- Exempt /Hourly/Bi-weekly Pay

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 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.

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 – 06/21/2022 through 06/30/2022

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

Remove: 07/05/2022