



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**POSITION: Administrative Assistant II (Tax Department) – Part-time - Re-post**

**SUMMARY:** Provides a variety of basic administrative/clerical support functions to the department supervisor, in accordance with the Tribe/State Tax Agreement. Tribal Tax and Revenue Administrative Ordinance, and Tribal Tax Regulations.

### **EMPLOYMENT QUALIFICATIONS: Minimum Necessary Qualifications -**

- High School Diploma or GED; and
- The technical skills of a basic user of MS Office software, computers, and office equipment; and
- A work experience of one (1) or more years as an office assistant or similar is preferred; and
- A work experience of one (1) or more years in tribal government operations is preferred; and
- A work experience and/or knowledge of State Statutes and taxation ordinances including retail sales and use tax, motor fuel tax, tobacco products tax, and income tax is preferred; 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:** \$15.00 – 18.02 – **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: [aliciagoff@lrboi-nsn.gov](mailto:aliciagoff@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: [apply@lrboi-nsn.gov](mailto:apply@lrboi-nsn.gov).*

**Incomplete submissions will not be considered.**

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.

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

**Posted: 08/28/2023**

**Removal: 09/11/2023**