JOE DESCRIPTION

POSITION: Administrative Assistant/Floater

LOCATION: Tribal Administration Building

SALARY: $13.00 per hour

SUPERVISOR(S): Executive Secretary

THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION

JOB SUMMARY: Perform Administrative Assistant duties for the Tribal Administration Liaison. Assist Receptionist with answering phones, greet visitors/customers. Assist other departments in the Administration building as needed.

DUTIES AND RESPONSIBILITIES:
1. Perform receptionist/office assistant functions as assigned by Tribal Administration Liaison, Chief Finance Officer and Human Resources Director or their designee.
2. Process correspondence efficiently, accurately and maintain confidentiality at all times.
3. Assist staff with copying, faxing, locating and filing of materials.
4. Will assist in typing, correspondence and reports, operate other various office machines.
5. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None

KNOWLEDGE: Must have knowledge of computers, secretarial duties, office machines, telephone skills and customer service. Be self-motivated. Knowledge of and sensitivity for Ojibwe culture and traditions.

QUALIFICATIONS:
1. Minimum of high school diploma, HSED or GED required.
2. Minimum of One (1) year office related experience or Associates Degree in Office Assistant

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or related field.
3. Experience with variety of office equipment, to include various computer software required.
4. Must have a valid driver’s license, vehicle and appropriate vehicle coverage and maintain driver’s eligibility as a condition of employment. Be eligible to be put on the tribe’s vehicle insurance policy.

PERSONAL CONTACTS: Daily with supervisors, staff and community members.

PHYSICAL REQUIREMENTS: Must be able to lift at least 50 pounds. There will be some bending, lifting and reaching in overhead storage, but mostly sedentary work.

WORK ENVIRONMENT: Primarily in office. All Tribal buildings are non-smoking.

TRAVEL REQUIREMENTS: Will be required to attend training and meetings both in state and out of state.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any behavior or attitude that tarnishes the name or image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

This job description is subject to change at employer’s discretion, after consultation with the employee.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:
1. Completed Tribal Application, to include work history and references, available on the Tribal website.
2. Tribal Background Investigation Disclosure; available on the Tribal website.
3. Consent to Release Liability and Reference Information Form; available on the Tribal website.
4. Resume, required; cover letter, optional.
5. Post-secondary transcripts or certifications; if applicable.

POSTING DATE: March 30, 2022
DEADLINE: Open Until Filled

FOR FURTHER INFORMATION CONTACT:

“The Hub of the Chippewa Nation”
The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.