



TRIBAL PERSONNEL DEPARTMENT

JOB TITLE: Administrative Assistant
SUPERVISOR: Child Support Agency Director
LOCATION: Lac du Flambeau Child Support Agency
POST DATE: August 9, 2019
CLOSING DATE: August 23, 2019

General Description: The primary responsibility of this position is to provide skilled administrative, program or technical operations, prepares and maintain a variety of detailed records, reports and files, assist staff with program and project, provide information, solves problems, responds to inquiries and performs related work as required.

Qualifications: High School Diploma or Equivalent is required. Two years' experience in and office setting working with the public preferred. Must possess a valid driver's license and liability insurance.

Salary: \$15.00 per hour/dependent on qualifications.

How to Apply: Submit your application for employment and a notarized Release of Information by the deadline. Must also be willing to submit to a drug screen. Applications and detailed job descriptions can be obtained via Lac du flambeau Tribal website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Administrative Assistant

B. DEPARTMENT: Lac du Flambeau Child Support Agency

C. SUPERVISOR'S TITLE: Child Support Agency Director

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to provide skilled administrative, program or technical operations, prepares and maintain a variety of detailed records, reports and files, assist staff with program and project, provide information, solves problems, responds to inquiries and performs related work as required. Specific responsibilities include but are not limited to:

- 1) Performs all functions of Administrative Assistant.
- 2) Prepares and post routine journal entries without direction, check and verifies information and makes corrections as necessary.
- 3) Develops and maintains complicated spreadsheets, ledgers and financial reports, prepare a variety of financial and statistical reports required by the local and federal agencies.
- 4) Evaluate, establishes and maintains complex files and filing systems pertaining to the area of responsibility.
- 5) Identifies, responds to, resolves inquires or problems in accordance with department of division policies and procedures.
- 6) Prepares researches and analyzes various financial documents and reports.
- 7) Identifies, responds to and resolves financial inquires and issues or directs to appropriate staff.
- 8) Identifies, responds to and resolves inquiries and issues utilizing knowledge of the department program and operations.
- 9) Identifies and resolves basic problems and refers more complex problems to appropriate staff.
- 10) Maintain security and confidentiality by following agency procedures.
- 11) Function in a respectable manner to all contacts, resources, individuals, etc. who make contact with the agency.
- 12) Adhere to Human Resource Department Policies and Procedure, Lac du Flambeau Child Support Services Agency, Federal Child Support Regulations and IRS Safety Guidelines.
- 13) Regular attendance and punctuality required.
- 14) Must be able to travel for training sessions if required.
- 15) Performs other job-related duties.

E. POSITION RELATIONSHIPS:

1. **Internal:** Frequent contact with child support agency staff, courts etc.
2. **External:** Frequent contact with the general public, parents, and other agency staff.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Supervision received from Child Support Agency Director.

H. EDUCATION: High School Diploma or Equivalent is required.

I. EXPERIENCE: Two years' experience in office setting and working with the public preferred. Knowledge or ability to acquire knowledge of Federal, State and Tribal laws regulating child support services, human growth and behavior, relationships, current and social and economic problems of Native Americans and benefits gained by working together with other tribal and non-tribal entities now and in the future with tribal child support services.

SKILLS:

1. Must possess good verbal and written communication skills
2. Ability to operate a variety of office equipment including a computer, Calculator, Fax and telephone
3. Must be dependable and conscientious, positive initiative, self-motivated and capable of working independently.
4. Must maintain CONFIDENTIALITY at all times.
5. Able to perform on different computer programs such as Excel, word, and State of Wisconsin KIDS system.
6. Excellent organizational skills are required. Must have ability to prioritize work and work independently on numerous tasks, meet strict deadlines and the ability to successfully cope with challenging situations and conditions.
7. Must possess a valid driver's license and liability insurance.
8. Must present a professional appearance and demeanor as a representative of the Lac du Flambeau Tribal Child Support Service Agency dealing with the general and professional public.

J. WORKING ENVIRONMENT:

Work conditions: Work will be performed primarily in an office setting.

Exposure to hazards: None

Physical Requirements: This position requires standing, sitting, walking and bending.

K. BEHAVIOR: The vision, goals, and objectives of the Lac du Flambeau band of Lake Superior Chippewa Indians requires the Administrative Assistant to perform 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 attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau tribe will not be tolerated and is subject to disciplinary action.

L. OTHER: Demonstrate a strong commitment to cultural beliefs and values of Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

M. SIGNATURES: