



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** Clerk/Receptionist  
**SUPERVISOR:** Economic Support Director  
**LOCATION:** Economic Support Office  
**POST DATE:** June 5, 2019  
**CLOSING DATE:** June 19, 2019

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**General Description:** The primary responsibility of the Clerk/receptionist is to direct all walk in and telephone contacts to the appropriate staff. Schedule appointments, manage information, receive messages, and copy client information as necessary. Perform general office functions with financial receipting and data entry.

**Qualifications:** A high school diploma or equivalent is required. 2 years previous experience working in an administrative support capacity is required. Must possess a valid Wisconsin driver's license.

**Salary:** \$9.50-\$11.00 per hour/ Dependent upon qualifications.

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located via website [www.ldftribe.com](http://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](mailto: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:** Clerk/Receptionist

**B. DEPARTMENT:** Economic Support

**C. SUPERVISOR'S TITLE:** Economic Support Program Director

**D. DESCRIPTION OF DUTIES:** Responsible for all walk-in and telephone contacts made to the Economic Support Office. Establish and maintain effective public and work relationships. Direct the flow of contacts for the office staff, record messages or documents, copy client information as necessary. Specific responsibilities include, but are not limited to the following:

1. Maintain record security and client confidentiality.
2. Schedule appointments.
3. Assist customers with appropriate paperwork and referrals.
4. Perform general office functions and data entry.
5. Enter Purchase Order information.
6. Order office supplies.
7. Scan and validate documents to the State for IM workers.
8. Maintain a high degree of alertness, neatness and dependability.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Daily contact with Economic Support staff members.
2. **External:** Daily, frequent contact with applicants, students and general public.

**F. SUPERVISORY RESPONSIBILITIES:** None

**G. SUPERVISION RECEIVED:** Operates independently with supervision received from the Economic Support Director.

**H. EDUCATION:** A high school diploma or equivalent is required.

**I. EXPERIENCE:** 2 years previous experience working in an administrative support capacity is required.

**J. SKILLS:** Good communication skills, written, verbal, oral, and should also possess excellent computer skills.

**K. WORKING ENVIRONMENT:**

1. **Work Conditions:** Normal office conditions
2. **Exposure to Hazards:** No exposure to hazards.

**3. Physical Requirements:** Majority of position responsibilities includes sitting, standing and operating office equipment. Daily exposure to persons and/or situations that may be undesirable.

**L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Clerk/Receptionist 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 tarnishes the name or reputation of the Lac du Flambeau Tribe will not be tolerated and will be subject to disciplinary action.

**M. OTHER:** Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Must attend all mandatory meetings; participate in training and development activities. Maintain strict confidentiality. 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.

**N. SIGNATURE:**

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**Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Manager**

\_\_\_\_\_  
**Date**