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**LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS**

**HUMAN RESOURCES**

*P.O. Box 129, N5384 US 45 Watersmeet, MI 49969  
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**POST: December 31<sup>st</sup>, 2024**

**DEADLINE: January 14<sup>th</sup>, 2025**

**ADMINISTRATIVE ASSISTANT – TRIBAL COUNCIL**

**POSITION:** Administrative Assistant  
**DEPARTMENT:** Tribal Administration  
**LOCATION:** LVD Government Building  
**SUPERVISOR:** Tribal Council  
**EMPLOYMENT:** Full time  
**SALARY/PAY RATE:** \$15.38 - \$19.22

**DESCRIPTION:**

The person filling this position is responsible for completing administrative tasks for the Tribal Council, including record maintenance, communicating government directives, policies and procedures, coordinating government scheduling, preparing correspondence, general office work, and any other duty as assigned by the Tribal Council.

**RESPONSIBILITIES:**

- Attend all Tribal Council and PEFC meetings
- Attend all other meetings as directed by Tribal Council or Executive Council Members
- Perform administrative duties for Tribal Council
- Call Screening, correspondence drafting and distribution, and other communication as required
- Calendar management, event coordination, and travel arrangements as needed by Tribal Council
- Preparation of data and documentation
- Training and supervising other support staff , as needed
- Communicate Tribal Council objectives with the public, government officials, and others, as directed

- Working with internal staff at all levels
- Research and writing as directed by Tribal Council
- Maintain tribal records and other documentation for filing
- File maintenance, including development and revision of necessary filing systems (electronic and written)
- Fulfill document requests as directed by Tribal Council or Council Members as allowed by law
- Typing, transcription, note-taking, recording, and document preparation
- Ensure proper maintenance of office equipment
- Maintain supplies and inventories for Tribal Council
- All other responsibilities as assigned by the Tribal Council or Tribal Council members

**MINIMUM QUALIFICATIONS:**

- Must have High School diploma or general education degree (GED).
- Must be able to work under stressful situations
- Must be able to work as a team member or alone with little direction. Ability to take and follow directions
- Minimum two years of experience in related field or equivalent education
- Must have familiarity and functionality using Microsoft Windows and office software, including MS Word, Excel, and Acrobat
- Must enter into a confidentiality agreement with the Tribe
- Must live within fifty (50) miles of Lac Vieux Desert Reservation lands
- Must be at least eighteen (18) years of age
- Must possess excellent verbal and written communication skills
- Exceptional organizational skills

**PREFERRED QUALIFICATIONS:**

- Working knowledge of:
  - Lac Vieux Desert Tribal codes, ordinances, laws, policies, and procedures.
  - Tribal Council policies and procedures.
  - The State of Michigan’s relationship with Lac Vieux Desert
  - The United States relationship with Lac Vieux Desert
  - Lac Vieux Desert tribal businesses and business relations
- Associates degree or higher education in related field
- Five (5) years of experience in related field

**PREFERENCE FOR HIRING:**

**Preference shall be given when it is established that the applicant meets the qualifications as stated in the job description. The following order shall be adhered to for hiring:**

- **Enrolled LVD Tribal Member**
- **Parents/Legal Guardian of LVD Tribal member children and spouses of Tribal Members**
- **Other Native Americans**
- **All Others**

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position*

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