
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: May 23rd, 2025 DEADLINE: June 6th, 2025

ADMINISTRATIVE ASSISTANT – TRIBAL COUNCIL

POSITION: **Administrative Assistant**

DEPARTMENT: **Tribal Administration**

LOCATION: **LVD Government Building**

SUPERVISOR: **Tribal Chairman**

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 assisting with record maintenance, communicating government directives, and policies and procedures. This person will also assist with coordinating government scheduling, preparing correspondence, general office work, and any other duty as assigned by the Tribal Council Executive Officers.

RESPONSIBILITIES:

- Attend meetings as directed by the Tribal Council Executive Officers
- Perform administrative duties for the Tribal Council Executive Officers
- Screen calls, draft correspondence and facilitate other communication as directed
- Manage calendar of the Tribal Chairman
- Assist with event coordination and logistics
- Research and prepare reports as directed by the Tribal Council Executive Officers
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- Communicate Tribal Council objectives with the public, government officials, and others, as directed
- Coordinate work with internal staff at all levels

- Assist with the maintenance of tribal records and other documentation for filing
- File maintenance (electronic and written)
- Fulfill document requests as directed by Tribal Council Executive Officers, Council Members in coordination with the Legal Department
- Typing, transcription, note-taking, recording, and document preparation, as needed
- Ensure proper maintenance of office equipment
- Maintain supplies for Tribal Council
- All other responsibilities as assigned by the Tribal Council Executive Officers 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 administrative experience or equivalent education
- Must be proficient in the use of Microsoft Office Suite and Adobe software applications
- 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 oral 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

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. Native American preference shall apply in accordance with Lac Vieux Desert Policy.

Approved by Tribal Council: August 15, 2021

Revised by Tribal Council: May 23, 2025