



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Administrative Support Staff**
SUPERVISOR: Tribal Roads Manager
LOCATION: Tribal Roads Department
POST DATE: **July 28, 2026**
CLOSING DATE: **August 11, 2026**

General Description: The primary responsibility of this position is to provide general office support for all the programs located in the Tribal Roads Department and Elder Home Rehab. Additional duties include clerical and accounting duties such as cash and credit card handling, mail pickup and distribution, deposits, accounts receivable and accounts payable and light cleaning.

Qualifications: High School Diploma with basic accounting and customer service experience required. Demonstrated experience in miscellaneous front office skills including reception, data entry, and cash handling required. **(This position is considered safety sensitive, and requires a drug screen test for all substances including Marijuana.)**

Salary: \$20.00-\$22.00/hr. depending on experience.

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 on our 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 Support Staff

B. DEPARTMENT: Tribal Roads Department

C. SUPERVISOR'S TITLE: Tribal Roads Manager

D. DESCRIPTION OF DUTIES: The primary responsibility is to provide general office support for all for all of the programs located in the Tribal Roads Department and Elder Home Rehab. Additional duties include clerical and accounting duties such as cash and credit card handling, mail pick up and distribution, deposits, accounts receivable, accounts payable and light cleaning. Specific responsibilities include but are not limited to the following:

1. Answer incoming calls and routing calls to specific people.
2. Answer inquiries about the department and programs.
3. Take and relay messages.
4. Update appointment calendars.
5. Coordinate mail flow in and out of office.
6. Collect and distribute parcels.
7. Perform basic filing and clerical duties.
8. Send and receive emails and faxes.
9. Process cash and credit card payments received.
10. Assist with deposits for the Roads Department various programs.
11. Assist with accounts payable and purchasing tasks in accounting software.
12. Assist with entering invoices into accounting software.
13. Assist with recording A/R payments.
14. Compile Roads Crew tasks for reporting.
15. Light cleaning of work station, reception area, and other office areas as needed.
16. Other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Frequent contact with other tribal departments.
2. **External:** Frequent contact with customers, visitors, as well as suppliers/vendors providing services or equipment. Occasional contact with Federal, State, and local government departments of transportation, road maintenance, etc.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Tribal Roads Manager

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

I. EXPERIENCE: Basic accounting and customer service experience required. Demonstrated experience in miscellaneous front office skills including reception, data entry, and cash handling.

J. SKILLS:

Reception

1. Greet and direct visitors and customers in a courteous and professional manner.
2. Answer phones and direct to appropriate employees.
3. Take clear and adequate messages.
4. Maintain an orderly filing system.

Data Entry

1. Ability to use all programs within the Microsoft Office Suite, especially Word and Excel.
2. Must be able to accurately enter and retrieve data in various software programs utilized by the Roads Department programs (Auto Maintenance, Transit, Administration).
3. Experience with accounting software, such as QuickBooks is favorable for this position.

General Office Skills

1. Excellent communication (oral and written), time management skills, as well as the ability to handle multiple tasks simultaneously.
2. Must be a self-starter requiring, requiring minimal supervision.
3. Exceptional customer service skills.
4. Basic housekeeping of work area, reception area, and other office areas as needed, including bathrooms.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Majority of responsibilities are performed in a normal office environment.
2. **Exposure to Hazards:** May have occasional exposure to fuels, oils, and chemicals/cleaners typically found around heavy equipment.
3. **Physical Requirements:** Sitting, standing, walking, and some light lifting.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Administrative Support Staff 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.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the 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. Must submit to a drug test prior to commencing employment and random testing thereafter. 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.

N. SIGNATURES:

Employee **Date**

Previously signed

Tribal Administrator **Date**

Manager **Date**

Previously signed

Human Resources Director **Date**