



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Office Assistant
SUPERVISOR: Historic Preservation Officer
LOCATION: Tribal Historic Preservation Department
POST DATE: November 12, 2021
CLOSING DATE: November 29, 2021

General Description: The primary responsibility of this position is to perform a diverse range of administrative duties in support of the Tribal Historic Preservation Office. Assist in writing and preparing correspondence memos and reports. Participate in group and individual continuous improvement activities.

Qualifications: High School Diploma or equivalent

Salary: \$15.00-\$18.00 dependent on 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 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: Office Assistant

B. DEPARTMENT: Tribal Historic Preservation

C. SUPERVISOR'S TITLE: Historic Preservation Officer

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to perform a diverse range of administrative duties in support of the Tribal Historic Preservation Office. Specific position responsibilities include, but are not limited to the following:

1. At the direction of the Tribal Historic Preservation Officer, responsible for administrative support of the Tribal Historic Preservation Office in overall program management.
2. Assists in writing and preparing correspondence memos and reports, photocopying or preparing other types of information as requested for the Tribal Historic Preservation Officer.
3. Assist in maintaining budgetary duties through the accounting system
4. Attends meetings, writes and records minutes as directed by the Tribal Historic Preservation Officer when necessary.
5. Makes travel arrangements including flight reservations, hotel registrations, car rentals, and any other travel arrangements.
6. Processes travel advance requests and reviews travel expenses for approval by the Tribal Historic Preservation Officer.
7. Assists in the maintenance of the administrative filing system and other department information system.
8. Assists with sorting and distributing mail, emails, and deliveries.
9. Participates in group and individual continuous improvement activities.
10. Receives all incoming calls to the Tribal Historic Preservation Officer, and may provide information or respond to routine questions and inquiries.
11. Order supplies as needed.
12. Assists in field work including pre-field investigations, archival research, and process Land Use Applications, review reports, issue THPO Permit.
13. Represent as Alternate Representative for Native American Graves Protection and Repatriation Act (NAGPRA) matters.
14. Performs other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** The Office Assistant has frequent contact with THPO staff and works with inter-departments on a variety of levels.
2. **External:** This position deals frequently with state, federal, and private agencies. This position also works directly with elders, community members, spiritual and cultural advisors on a fairly frequent basis.

F. SUPERVISORY RESPONSIBILITIES: Supervise Historic Preservation staff in the absence of the Tribal Historic Preservation Officer.

G. SUPERVISION RECEIVED: Tribal Historic Preservation Officer.

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

I. EXPERIENCE: One-year prior experience providing administrative support activities in a team environment is preferred.

J. SKILLS: Possess the ability to work with diverse group of individual personalities in a professional manner. The individual will have excellent interpersonal communications, organizational and customer service skills and will be able to prioritize work, handle multiple activities simultaneously and utilize sensitive information in a confidential manner. The selected candidate will be proficient with PC's, Word, Excel, Access and other related software.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** The work environment includes both an office environment and a field environment. It also requires some state and nationwide travel.
2. **Exposure to Hazards:** While in the field, walking may include moving through rough terrain with downed trees, steep slopes, insects, poison ivy, heat and sometimes mild rain. Since archaeological investigations are conducted in all outdoor environments it may even be required to travel by canoe or boat or other motor or un-motorized vehicles.
3. **Physical Requirements:** Job requires sitting and standing in a general office environment. Must be able to perform intermediate amount of physical activity when conducting archaeological investigations as mentioned above.

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

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**

Manager **Date**

Tribal Administrator **Date**

HR Director **Date**