



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Office/Data Processor (Part-time)
SUPERVISOR: Domestic Abuse Program Manager
LOCATION: LDF Domestic Abuse Program
POST DATE: November 22, 2022
CLOSING DATE: Open until filled

General Description: The primary responsibility of this position is to manage visitors, consumers, telephone calls, and messages in a professional and efficient manner. This position is also responsible for the processing of data into the State data system (ALICE) as well as a variety of clerical duties that support services, information and referrals. This position is responsible for the operation and presentation of a professional office.

Qualifications: High School Diploma or equivalent is required. Associate's degree in Administrative profession is preferred. Two or more years' experience in office management is preferred. Must possess valid driver's license, liability insurance, and be insurable

Salary: \$15.00/hr.

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/Data Processor (part-time)

B. DEPARTMENT: LDF Domestic Abuse and Sexual Assault Shelter

C. SUPERVISOR'S TITLE: Domestic Abuse Program Manager

D. DESCRIPTION OF DUTIES: This position is responsible for the professional and efficient managing of visitors, consumers, telephone calls, and messages. This position is also responsible for the processing of data into the State data system (ALICE) as well as a variety of clerical duties that support services, information and referrals. Position is responsible for the operation and presentation of a professional office. Specific responsibilities include but are not limited the following:

1. Serves as receptionist in a professional manner which includes greeting visitors and answering the telephone during office hours, and relaying calls and messages to staff.
2. Ensure the reception area is organized and staffed when needed.
3. Keep informed regarding policies, practices, and services of the program.
4. Coordinate/monitor a master schedule of appointments and activities of program staff.
5. Receives, sorts, and distributes mail within the office; file correspondence and other materials as required, prepares and processes outgoing mail, and signs for deliveries.
6. Set up files, as needed, and keeps filing system organized and updated including resources materials, forms, etc.
7. Prepare program correspondence for all staff.
8. Maintain inventory of supplies, coordinate ordering, unpacking and verifying and storing.
9. Entering, transcribing, recording, data entry, storing or maintaining information in State computer data system (ALICE).
10. Develop and customize reports for a variety of funding agencies.
11. Develop forms for staff to gather data.
12. Hook up and unhook crisis line daily.
13. Maintain confidentiality of client specific information.
14. Must attend all mandatory meetings and participate in trainings and development activities.
15. Perform other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Heavy, frequent contact with clients and children.
2. **External:** Frequent contact with Domestic Abuse program staff, outreach services, law enforcement, and the judicial system.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Operates independently with supervision received from the Domestic Abuse Program Manager.

H. EDUCATION: High School Diploma or equivalent is required. Associate's degree preferred.

I. EXPERIENCE: Two or more years' experience in office management is preferred. Must possess valid driver's license, liability insurance, and be insurable.

J. SKILLS:

1. Above average organizational and computer skills.
2. Good verbal and written communication skills.
3. Ability to follow directives with minimal supervision.
4. Strict confidentiality must be maintained at all times, both in and out of the program setting.
5. Ability to deal with problems involving crisis calls, proper phone etiquette, and professionalism.
6. Ability to function effectively under stress and offer assistance to apprehensive clients, family members, and staff.
7. Effectively participate as a team member by providing willing assistance to co-workers.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Normal office setting.
2. **Exposure to Hazards:** May be exposed to undesirable client behaviors.
3. **Physical Requirements:** Normal bending, kneeling, stooping, and sitting within an office setting.

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

Previously signed

Tribal Administrator **Date**

Previously signed

Human Resources Director **Date**