



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** **Receptionist/Administrative Assistant**  
**SUPERVISOR:** Economic Support Director  
**LOCATION:** Economic Support  
**POST DATE:** March 22, 2023  
**CLOSING DATE:** April 5, 2022

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**General Description:** The primary responsibility of this position is to direct all walk in and telephone contacts to the appropriate staff. Schedule appointments, manage information, receive messages, and copy client information as necessary. Perform general office functions with financial receipting and data entry.

**Qualifications:** High School Diploma or equivalent is required. Two years previous experience working in an administrative support capacity is required. Valid Wisconsin Driver's license and liability insurance is required.

**Salary:** \$12.00-\$14.00/hr. depending 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](http://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](mailto: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:** Receptionist/Administrative Assistant

**B. DEPARTMENT:** Economic Support

**C. SUPERVISOR'S TITLE:** Economic Support Director

**D. DESCRIPTION OF DUTIES:** Responsible for all walk-in and telephone contacts made to the Economic Support Office. Establish and maintain effective public and work relationships. Direct the flow of contacts for the office staff, record messages or documents, copy client information as necessary. Specific responsibilities include but are not limited to the following:

1. Maintain record security and client confidentiality.
2. Schedule appointments for all Economic Support Staff.
3. Assist customers with appropriate paperwork and referrals.
4. Screen and route customers, telephone calls, and mail to the appropriate person.
5. Client registration in Cares Worker Web.
6. Flagging customers that require client registration for services requested.
7. Identify type of assistance needed for continued service.
8. Perform general office functions and data entry.
9. Enter purchase order information.
10. Keeping an inventory of office supplies, ordering, and maintaining equipment.
11. Scan and validate documents to the State for IM workers.
12. Must attend all mandatory meetings; participate in training and development activities, maintain strict confidentiality.
13. Assist the Director with processing of invoices.
14. Logging of all TANF Supportive Services into the excel database.
15. Entry of family demographics in the TAS System for TANF cases and TANF Supportive Services.
16. Supports all administrative activities of Program Director, including scheduling, travel, travel reports and administrative assistant needs.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Daily contact with Economic Support staff members.
2. **External:** Daily, frequent contact with applicants, students and general public.

**F. SUPERVISORY RESPONSIBILITIES:** None.

**G. SUPERVISION RECEIVED:** Operates independently with supervision received from the Economic Support Director.

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

