

GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION

P. O. Box 9 • Odanah, WI 54861 • 715/682-6619 • FAX 715/682-9294



• MEMBER TRIBES •

MICHIGAN

Bay Mills Community
Keweenaw Bay Community
Lac Vieux Desert Band

WISCONSIN

Bad River Band
Lac Courte Oreilles Band
Lac du Flambeau Band

MINNESOTA

Fond du Lac Band
Mille Lacs Band

Red Cliff Band
St. Croix Chippewa
Sokaogon Chippewa

JOB ANNOUNCEMENT

POSITION:

Administrative Assistant

LOCATION:

Great Lakes Indian Fish and Wildlife Commission
Odanah, Wisconsin

SALARY RANGE:

GLIFWC PAY SCHEDULE:
Grade 5/Step 1 - \$27,705 - Grade 5/Step 5 - \$31,401
(Dependent on qualifications)

POSTING DATE:

September 18, 2018

CLOSING DATE:

October 18, 2018

SUPERVISION:

Reports to the Chief Warden. Perform the duties listed below in a manner consistent with Commission Policies and Procedures.

DUTIES AND RESPONSIBILITIES:

- Assist in reviewing and preparing the annual enforcement division budget, cash flow statement, work plan, and equipment purchase list for submission and approval to all GLIFWC working Committees and Commissioners. The budgets and cash flows shall include equipment to be purchased or replaced, training for conservation staff, office and field supplies, salaries, and other divisional operational costs.
- Assist in property management oversight for the Enforcement Division including: obtaining bids and purchasing equipment, supplies, and personal issue items; monitoring the delivery of equipment and supplies and ensuring items are covered under relevant insurance policies; conduct inventories and data entry of all Division equipment and personal issue items; oversee the issuing of personal enforcement supplies and equipment; and generate computer reports to ensure property management oversight.
- Provide record keeping management oversight for the Enforcement Division including: maintenance of enforcement files and training records; maintenance of hunter, boater, ATV, and snowmobile safety classes instructed by wardens.

- Monitor and file court related documents including citations, dispositions, quarterly judicial reports and revocation and suspension lists.
- Prepare travel arrangements and advances; upon completion of travel, reconcile travel advances with the approval of the Contract Compliance Administrator or Chief Warden.
- Perform office tasks such as filing, generating reports and presentations, and setting up for meetings.
- Compile information for the preparation of required monthly, quarterly and annual reports.
- Record meeting minutes and prepare correspondence and memos from dictation.
- Prepare and distribute correspondence memos, letters, reports, and forms.
- Handle and disseminate sensitive information in a confidential manner.
- Schedule and maintain a division-wide calendar of warden leave requests, safety classes, trainings, meetings, etc.
- Provide Native American Game & Fish Applications (NAGFA) permitting for members of GLIFWC's member tribes.
- Greet and assist visitors and maintain a polite and professional communication via phone, e-mail, mail, and in-person.
- Additional duties as assigned by the Chief Warden.

Retirement:

- The Great Lakes Indian Fish & Wildlife Commission contributes 3% of your gross income into a 401K plan.

Health Insurance:

- Employees are eligible for health insurance the first day of the pay period after the enrollment form is completed. Health Benefits include; Medical, Dental, and Vision benefits.
- Medical benefits are provided through the Federal Employees Health Benefits (FEHB).
- Eligible employees have the opportunity to choose their own FEHB benefits.
- Dental benefits are covered by Delta Dental. This is a policy which allows you to choose the Dentist of your choice. Deductibles are very low. Many services such as exams and

X-rays are covered 100% with no deductible. Services such as fillings, extractions, surgery, and root canals are covered 80% after \$25 deductible. Orthodontic treatment is covered 50% up to a maximum of \$2000 per year.

- Vision benefits are covered by Reliance Standard. The vision plan is \$350.00 per person per year.

Long-term Disability:

- Long-term disability is covered by Reliance Standard and is covered 100% by GLIFWC.

Term Life Insurance:

- Insurance starts the 1st of the month following 30-day waiting period.
- Term Life insurance is covered by UNUM. GLIFWC pays for the first \$10,000 of life insurance.
- The employee can opt to buy additional insurance for self, spouse, or children.

Cafeteria Plan:

- We also offer the Flexible benefit plan that allows you to deduct your premiums and if you elect dependent care expenses and unreimbursed medical expenses pre-taxed to the federal allowable limits.

QUALIFICATIONS:

- Administrative professional associates degree or related field or high school graduate with four years' secretarial experience.
- Must type 60 wpm and have a high degree of oral and written communication.
- Must have knowledge of accounting and bookkeeping methods and procedures.
- Must have experience working with computers and Windows Operating Systems.
- Fully competent at the intermediate level with Microsoft Office applications, such as Word, PowerPoint, Excel, and Outlook.
- Must pass a Criminal History Background Check for Criminal Justice Information Systems access.
- Indian preference is granted in accordance with P.L. 93-638.

NOTE:

This position has been classified as 50% tax exempt for qualified individuals under Internal Revenue Code §7873—Tax Exemption for income derived from treaty fishing rights-related activities.

APPLICATION PROCEDURE:

Submit a completed GLIFWC application for employment (available at: www.glifwc.org) letter of interest, resume, and three references to:

Stephen Ante, Contract Compliance Administrator
Great Lakes Indian Fish and Wildlife Commission
72682 Maple Street, PO Box 9
Odanah, Wisconsin 54861

(715)685-2111 (Phone)
Stephen.ante@glifwc.org