

GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION

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

www.glifwc.org

• 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
Red Cliff Band
St. Croix Chippewa
Sokaogon Chippewa

MINNESOTA

Fond du Lac Band
Mille Lacs Band



JOB ANNOUNCEMENT

TITLE: Administrative Assistant
DEPARTMENT: Administration
CLOSING DATE: February 19, 2021
CLASSIFICATION: Permanent, Full-Time
LOCATION: Odanah, WI (GLIFWC Main Office)
SALARY: Starting Salary Range: \$32,264 – \$39,439 (Dependent on Qualifications). Note: Position has been classified as 50% tax exempt for qualified tribal members under Internal Revenue Code §7873 – Tax Exemption for Income Derived from Treaty Fishing Rights-Related Activities. Benefits include health insurance, retirement plan, cafeteria plan, disability insurance, and life insurance.

DUTIES AND RESPONSIBILITIES

The Administrative Assistant will perform a wide range of administrative duties, such as typing, word processing, filing and duplication, to the Division of Administration, primarily for the Deputy Administrator. Duties include: developing and maintaining up-to-date files and reports, including personnel files, for the Deputy Administrator; reviewing periodicals and publications and performing basic research relating to administrative and technical issues; assisting at Commission and committee meetings as required; drafting correspondence, reports and other documents relevant to the Division of Administration activities and tasks as directed; responsible for maintaining the Deputy Administrator's filing, appointments and travel accommodations; and assisting in other functions of the Division of Administration and perform other related duties as assigned.

QUALIFICATIONS

Applicants must possess an Associate's degree in Secretarial Science/Office Administration/Legal Secretary/Paralegal or related field; OR a high school diploma (or equivalent) with three years of comparable secretarial/administrative, legal secretarial or paralegal experience.

Applicants are required to possess:

- Experience with office methods/procedures and knowledge of office machines
- Demonstrated knowledge of computer applications including word processing software, Microsoft Outlook, Excel and Access; PDF software; and electronic record storage
- Strong interpersonal skills and ability to effectively communicate both orally and in writing
- Ability to work independently, establish priorities, and maintain strict confidentiality
- Excellent organization skills and the ability to multi-task
- Attention to detail and accuracy is required

- Experience with budgets, financial records, and performing cost/benefit analysis is preferred
- Work or other relevant experience with Indian Tribes or governmental agencies is preferred

In addition, applicants must have a valid driver's license, be insurable and pass a criminal history background investigation. Indian preference will be applied consistent with GLIFWC policies and the federal Indian Self Determination and Education Assistance Act (PL 93-638).

APPLICATION PROCEDURE

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

Keith Rolof, Deputy Administrator
Great Lakes Indian Fish & Wildlife Commission
P.O. Box 9, Odanah, WI 54861

OR email krolof@glifwc.org with subject: Administrative Assistant Application