JOB ANNOUNCEMENT

TITLE: Office Assistant
Division of Administration

LOCATION: Great Lakes Indian Fish and Wildlife Commission
Odanah, Wisconsin

CLOSING DATE: April 2, 2021

CLASSIFICATION: Permanent, Full-Time

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 medical, vision and dental insurance; retirement plan (6% contribution); cafeteria plan; disability insurance; and life insurance.

DUTIES AND RESPONSIBILITIES

The Office Assistant is responsible for providing organizational and clerical support for the Commission. Primary duties: In compliance with GLIFWC accounting and procurement standards: a) maintain a cash receipt log of monies received through the mail system; b) purchase indirect cost pool equipment and supplies as directed; c) function as the receiving clerk for all GLIFWC equipment and supply orders; and d) ensure photocopiers and postage machines are adequately maintained through maintenance records and contracts. In compliance with GLIFWC record keeping standards: a) arrange, sort, file, locate and extract files as directed; b) maintain the Commission’s chronological file system; c) assist the Division of Administration staff with developing a priority list for archiving documents including contracts, meeting packets, meeting minutes, Board Resolutions, organizational documents and correspondence; and d) assist with organization and storage of electronic documents in digital formats for easy reference. Provide assistance to the Executive Assistant in the following tasks: a) organize and coordinate Commission meetings and related conferences when required and to record and transcribe minutes; b) compile and distribute GLIFWC’s annual report; c) monitor reporting requirements for judicial services subcontracts; d) compile and submit GLIFWC’s P.L.93-638 BIA RPI Contract(s); and e) coordinate and schedule the annual staff meeting. Provide miscellaneous clerical support to the Commission including tasks as follows: a) answer telephones, take messages and greet visitors; b) maintain the daily staff sign-in form; c) collect and distribute all incoming mail; d) process all outgoing mail; e) assist staff with copying, collating, binding, addressing, and folding materials for various projects; f) maintain keys and a shared calendar for Administration’s GSA vehicles; g) collect vehicle mileage log sheets monthly and prepare billings; and h) ensure upkeep/repairs of Administration’s vehicles. The position will perform the duties listed above in a manner consistent with the Commission policies and procedures and report to Deputy Administrator.
QUALIFICATIONS

Applicants: minimum requirement Associate of Arts Degree. In addition, applicants are required to demonstrate:

- Knowledge and proficiency with Microsoft Office software (Excel, Word, Outlook) and Adobe Acrobat Pro DC
- Strong skills in written and oral communication
- Strong organizational skills and able to complete tasks with a minimum of direction and supervision
- Knowledge and experience in organizing, filing and retrieving paper and electronic records
- Knowledge and experience in maintaining confidentiality policies
- Must have a valid driver’s license and be insurable
- Work or other relevant experience with Indian Tribes, non-profit or governmental agencies preferred
- Indian preference will be applied consistent with GLIFWC policies and the federal Indian Self Determination and Education Assistance Act (PL 93-638)

APPLICATION PROCEDURE

Applicants must submit a completed GLIFWC application for employment (available at www.glifwc.org), letter of interest, resume, 3+ page writing sample and three professional references to: Keith Rolof, Deputy Administrator, Great Lakes Indian Fish & Wildlife Commission, P.O. Box 9, Odanah, WI 54861; OR email to: krolof@glifwc.org with subject line: Office Assistant Job Application