

# 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

**TITLE:** Receptionist  
**DEPARTMENT:** Administration  
**CLOSING DATE:** August 31, 2018  
**CLASSIFICATION:** Permanent, Full-Time  
**SALARY:** Starting Salary Range: \$27,705 – \$31,401 (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

Performs receptionist duties such as answering telephones, taking messages, and greeting visitors; Performs word processing duties in which the setup and terms are generally clear and follow standard patterns, drafts and/or routine word processing forms; Maintains daily sign-in form; Collects and distributes all incoming mail and processes all outgoing mail; Functions as the receiving clerk for GLIFWC's main office; Maintains cash receipt log of monies received through the mail system; Arranges, sorts, files, locates and extracts material from files; maintains Commission's chronological file system; Performs clerical work such as record keeping, filing, etc.; Assists staff with copying, collating, binding, addressing, and folding materials for various projects; Assists Administration staff with purchasing office supplies; Perform other related duties as assigned by the Deputy Administrator.

## QUALIFICATIONS

Applicants must possess: High School Diploma, GED, or Certificate of Completion. In addition, applicants are required to demonstrate:

- Must be computer literate and proficient with Microsoft Office software (Word, Excel, Outlook)
- Experience in an office environment and the ability to use common office equipment (such as copiers, fax machines, postage machines, etc.)
- Must have the ability to answer telephones and accurately relay messages
- Great communication and interpersonal skills
- Must have a pleasant demeanor and maintain strict confidentiality
- Previous receptionist/clerical experience is preferred.
- Must have a valid driver's license and be insurable.
- Work or other relevant experience with Indian Tribes 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**

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

Rose Wilmer, Executive Secretary  
Great Lakes Indian Fish & Wildlife Commission, P.O. Box 9, Odanah, WI 54861  
[rwilmer@glifwc.org](mailto:rwilmer@glifwc.org)