

**LAC COURTE OREILLES TRIBAL POLICE
OFFICE ASSISTANT**

Position Title: Office Assistant
Posting Date: May 11, 2017
Closing Date: May 26, 2017
Location: Lac Courte Oreilles Tribal Police Department
Salary: \$10.50/hour
Duration: Permanent
Administration: LCO Governmental Personnel Policy Manual

STATEMENT OF DUTIES:

- Perform a variety of confidential secretarial duties.
- Provide assistance to the Chief of Police and Assistant Director

SUPERVISION:

- The Law Enforcement Office Assistant will be supervised by the Assistant Director.

REQUIRED QUALIFICATIONS:

- Mature adult
- Tribal preference applies.
- High school diploma or equivalent and at least two (2) years of relevant experience.
- Must be of good moral character.
- Good working knowledge of computer software and applications.
- Must be able to maintain confidentiality in all department matters and sign a Confidentiality Statement upon hiring.
- Pre-employment and periodic drug screening.
- Must have not been convicted of any state or federal felony crime.
- Must be able to successfully pass a criminal background check.
- Must be accurate, organized and detail oriented.
- Must be able to follow written and/or verbal directions.

- Must be able to work in stressful situations, under time constraints, and in the absence of supervision, exercising judgment and initiative.
- Must have valid WI Driver's License

DUTIES AND RESPONSIBILITIES:

- Answer phones and take messages.
- Dictation of officer reports.
- Maintain an accurate filing system.
- Issue tribal license plates.
- Other duties as assigned.

Application Procedure:

Submit completed LCO Employment Application, Resume, and at least three (3) reference letters. **Tribal member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment, to:**

Lac Courte Oreilles Tribal Government
ATTN: Holly Trepanier, Human Resources Director
13394W Trepania Road
Hayward, WI 54843