

## **JOB OPENING**

***ENERGY & GENERAL ASSISTANCE PROGRAM  
ADMINISTRATIVE ASSISTANT  
LAC COURTE OREILLES TRIBAL ADMINISTRATION BUILDING***

**POSTING DATE:** June 21, 2017

**CLOSING DATE:** July 7, 2017

**SALARY:** \$11.00/hour

**LOCATION:** Lac Courte Oreilles Tribal Administration Building

**SUPERVISION:** Energy Assistance/General Assistance Director

**DEPARTMENT:** Energy Assistance/General Assistance

**ADMINISTRATION:** Lac Courte Oreilles Tribal Government Personal Policies & Procedures

**SUMMARY:** Provide administrative duties for Economic Support Programs as requested by the Energy Assistance/General Assistance Director for program day to day operations.

**QUALIFICATIONS:**

- Mature Adult. Tribal Preference Applies.
- High School Diploma or equivalent.
- Effective oral and written communication skills are required.
- Must have secretarial skills and strong interpersonal skills.
- Must adhere to strict confidentiality. Will be required to sign a Confidentiality Statement upon hire.
- Must be dependable, reliable, accurate and self-assertive.
- Accountable to the Energy Assistance & General Assistance Director.
- Must possess excellent organizational skills and manage priorities effectively.

- Knowledgeable to Microsoft Office programs (Word, Outlook & Excel) and other data bases to input data.
- Must have the ability to work alone and as a Team Member.
- Must possess a valid driver's license, State of WI required minimum liability insurance and reliable transportation.

**RESPONSIBILITIES AND DUTIES:**

- Provides information about the Energy Assistance & General Assistance Programs, and Income Maintenance.
- Assist Director in day to day administration of Programs.
- Practice excellent customer service skills at all times to include, but not limited to, addressing customer and employee needs effectively.
- Answer incoming telephone calls and emails; documenting each appropriately.
- Greet and direct clients/visitors to the appropriate staff in a professional and respectable manner.
- Schedule and coordinate meetings, conference and travel arrangements as required.
- Attend out of town travel for meetings, trainings and conferences.
- Scan and file documents; organize files appropriately as needed.
- Maintain all incoming/outgoing mail.
- Maintain supplies and order as needed.
- Type memo's, documents and forms as requested.
- Schedule appointments for clients and personnel.
- Process accounts payable vouchers as requested.
- Other duties as assigned by Director.

**Application Procedure:**

Submit complete LCO Employment Application, resume, letter of interest, at least three (3) personal letters of references, and any other supportive documents. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe Acknowledging enrollment.** Resume should be type written, indicating personal information related to position for which applicant is applying, education, experience, professional and/or community involvement and availability.

**Mail or submit information to:**

Lac Courte Oreilles Tribal Government  
ATTN: LCO Human Resources Department  
13394W Trepania Road  
Hayward, WI 54843

Tribal Preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies & Procedures Manual.