



*Pride Of The Ojibwa*  
13394 W Trepania Road  
Hayward • Wisconsin • 54843  
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## Lac Courte Oreilles Public Works Clerk/Secretary

**Position:** Clerk/Secretary  
**Posting Date:** April 12, 2017  
**Closing Date:** April 28, 2017  
**Salary:** \$9.00-\$10.00  
**Hours:** 32 Hours per week + Benefits  
**Location:** LCO Public Works  
**Supervision:** Office Manager  
**Administration:** Tribal Personnel Policies and Procedures Manual

### Position Summary:

The Clerk/Secretary will assist the Office Manager in all the necessary duties associated with the efficient operations of general office duties. The Clerk/Secretary will be responsible for filing and answering telephones as well.

### Qualifications:

1. Mature Adult
2. Tribal Preference applies
3. Proficiency in working with computers with emphasis in Microsoft Word and Excel
4. Must be accurate and detail oriented
5. Courteous and professional to co-workers and to the customers
6. Must be dependable, reliable, able to work independently, and be self-motivated
7. Must be able to successfully pass a background check. A preliminary background check will be performed upon receipt of the employment application
8. Must adhere to strict confidentiality in all matters, and must sign confidentiality statement prior to employment. (Noncompliance with confidentiality requirement will result in immediate termination.)
9. Ability to properly file various documents
10. Must possess a valid WI Driver's License.

11. Must be able to pass random drug screenings.

Required skills, knowledge and abilities:

1. Willingness and ability to learn duties as delegated
2. Ability to maintain and follow up on payments and collections of payments
3. Good Math and writing skills (as for receipt purposes)
4. Ability to work with various types of software programs
5. Demonstrated knowledge of general office principals

Duties and Responsibilities:

1. Expectations include but not limited to:
  - a. Assist the general public with routine information including but not limited to, giving and receiving forms, copying of non-confidential material, scheduling appointments, responding to requests.
  - b. Typing as needed, including but not limited to letters, memos, envelopes
  - c. Filing as delegated, fax machine operation, copy machine operation.
  - d. Answering telephone calls and maintaining a call log book and taking messages as necessary
  - e. Shredding of designated materials
  - f. Receiving and documenting payments
  - g. Maintaining inventory of office supplies
  - h. Preparing monthly billing (folding, stuffing envelopes, apply postage, delivery to local Post Office.
2. Additional related duties or miscellaneous general office duties as assigned by supervisor.

**Application Procedure:**

Submit a completed LCO Employment Application, résumé, and list at least three (3) personal references, to:

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

*Tribal Preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Tribal Government Personnel Policies and Procedures Manual.*