



Pride of the Ojibwe
13394 W Trepania Road
Hayward • Wisconsin • 54843
Phone (715) 634-8934 • Fax (715) 634-4797 • HR Fax (715) 699-1209

Job Description

Income Maintenance Receptionist/File Clerk

POSITION: Income Maintenance Receptionist/File Clerk
POSTING DATE: January 25, 2024
CLOSING DATE: Open Until Filled
HOURS: Monday-Friday 8:00 a.m. – 4:30p.m.
SUPERVISION: Income Maintenance Case Worker and Executive Director
LOCATION: LCO Tribal Administration Building
ADMINISTRATION: LCO Governmental Personnel Policy and Procedure Manual

POSITION SUMMARY:

The Income Maintenance Receptionist will work under the supervision of the Income Maintenance Case Worker and Director. The position is responsible for answering telephone calls, receiving messages and scheduling appointments for the Income Maintenance Case Workers. Accurately filing and scanning of all relevant materials within our Electronic Case Filing system, as directed. Assist in screening running eligibility for Tribal Childcare applications. Also, oversees all office organizations, upkeep and processing of orders.

QUALIFICATIONS:

- High School Diploma or equivalent required.
- Be dependable, accurate and motivated.
- Must maintain strict confidentiality.
- Strong communication skills and organizational skills.
- Proficient in Microsoft Office programs (Word, Excel, Outlook) and other data bases to input data.
- Great attention to detail.
- Works well with others as well as alone.
- Ability to multitask.
- Must possess a valid WI Driver's License.
- Must be able to pass a background check(s).

**LCO Tribal Government
Human Resource Dept
IM Receptionist/File Clerk**

- Must be able to pass a pre-employment drug screen.

DUTIES & RESPONSIBILITIES:

- Answer and direct all incoming calls. Receive messages in a courteous and efficient manner.
- Scheduling of appointments for Income Maintenance/Childcare Case Workers.
- Screen CCDF Subsidy Childcare subsidy application and run eligibility in system.
- Maintain a working knowledge of current programs and resources.
- Filing, scanning, and shredding of documents for Income Maintenance/Childcare Case Workers.
- Maintain a neat and orderly lobby area.
- Perform related additional duties as requested or assigned.

Application Procedure:

Submit a **completed** LCO Employment Application and Authorization to Release Information, resume, at least **three (3) personal reference letters**, and any other supportive documents. Resume should be typewritten, indicating personal information related to the position for which applicant is applying for and should include education, experience, professional and/or community involvement. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL INFORMATION TO:

Lac Courte Oreilles Tribal Government

ATTN: Human Resource Department

13394 W Trepania Road

Hayward, WI 54843

Fax (715) 634-4797

HR Fax (715) 699-1209

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