



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

Mail Room Assistant/Receptionist

POSTING DATE: February 12, 2024
CLOSING DATE: Open Until Filled
SUPERVISOR: Margaret Diamond, Executive Director
ADMINISTRATION: Lac Courte Oreilles Governmental Personnel Policies & Procedures Manual

Position Summary:

This position consists of a variety of duties, working in the Mail Room and Reception area as needed. This position accepts duties delegated by the Executive Director, other Administrative Staff, and the Tribal Governing Board.

Knowledge, Skills, and Abilities:

- 1) Knowledge of the overall operations of the LCO Tribal Government and general knowledge of the community.
- 2) Ability to demonstrate excellent oral and written communication skills.
- 3) Ability to work well under pressure.
- 4) Ability to plan, organize, and prioritize to ensure deadlines and timeframes are met. Proficiency with Computer Applications, including Microsoft Office Software.

Qualifications:

- 1) Mature Adult. Tribal Preference Applies.
- 2) High School Diploma, or equivalent.
- 3) Must be aware of, and strictly abide by, the Code of Confidentiality, will be required to sign a Confidentiality Statement upon hire.
- 4) Must be able to pass a background check(s).
- 5) Must be able to pass a pre-employment drug screen and any random drug screens thereafter.
- 6) Ability to travel and work varying hours

- 7) Willingness to further education.

Duties and Responsibilities:

Mail Room:

- 1) Sort and distribute all incoming mail.
- 2) Stamp all outgoing mail and code costs to appropriate department or program.
- 3) Sort and distribute all incoming faxes.
- 4) Assist employees with sending faxes.
- 5) Order office supplies and ensure mail room supplies are always sufficient.
- 6) Ensure paper and cartridges in copier, fax machine, and postage machine are always full.
- 7) Be available to give Directors and Managers their mail from their in-house slots.
- 8) Bill Departments for Postage and Fax Transmittals.
- 9) Be alert to the needs and requirements of the Tribal Council Member, providing assistance whenever needed.
- 10) Be responsible for maintaining and filing the proper paperwork.
- 11) Maintain a neat and orderly working area.
- 12) Maintain complete confidentiality of all information received.
- 13) Perform other duties that may be assigned from time to time.

Reception Area:

- 1) Courteously answer and forward incoming phone calls.
- 2) Courteously assist with signing-in and signing-out visitors and directing visitors the appropriate departments/programs.
- 3) Ensure coffee is always available.
- 4) Ensure Reception Area is clean and pleasant.

APPLICATION PROCEDURE:

Submit completed **LCO Employment Application including Release and Authorization Form** (available upon request or on the Tribe's website) along with a **cover letter, resume** and at least **three (3) letters of reference**. **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.***