



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

Legal Administrative Assistant Job Posting

Position: Administrative Assistant
Posting Date: April 11, 2024
Closing Date: Until Filled
**Transfer/
Reassignment Date:** April 22, 2024
Salary: Negotiable – Dependent on Qualifications and Work Experience
Location: LCO Office of the Attorney General / Tribal Government Building
Supervisory Control: Attorney General / Legal Support Specialist

MINIMUM QUALIFICATIONS:

- High School Diploma or Equivalent; education or equivalent work experience in a legal profession **required**.
- Experience in document tracking, preparation, clerical and administrative procedures, preferred but not required.
- Willingness to learn, take direction and complete any required training as needed.
- Must have a strong work ethic, good attendance, be well organized, and be a self-starter.
- Must be detail-oriented, reliable, able to interact with all levels of employees, vendors, and visitors in a professional manner.
- Ability to problem solve, maintain proper documentation, organization, and multi-tasking skills.
- Excellent oral and written communication skills; must work effectively with other people at a variety of ages and backgrounds.
- Basic knowledge in or prior experience in an office setting, use of standard office equipment (i.e., computer, fax, scanner, multi-line telephones).
- Previous experience working with a personal computer is required; proficiency with Microsoft Office and various computer programs/software (i.e., Outlook, Word, Excel, PDF).
- Must be willing and able to obtain related education and training, as needed.
- Work independently, be self-motivated, organized, possess the ability to multitask and manage a significant number of assigned duties simultaneously to get work/assignments completed in a timely manner.
- Exercise good judgment, meet strict deadlines and work well under pressure.
- Maintain professional demeanor and appearance at all times.
- Well-developed interpersonal skills, maturity, and ability to work in a supportive and professional manner with attorneys, support staff, other tribal staff, clients, and the general public.
- Knowledge of and commitment to professional ethics.
- Willingness and ability to learn duties as directed or assigned.
- Ability to maintain and adhere to strict confidentiality, in all matters, at all times.
- Employment is contingent upon the satisfactory result of a comprehensive background check, and pre-employment drug testing.

DUTIES AND RESPONSIBILITIES:

- Provide exceptional and professional customer service at all times; to include addressing staff and customer needs promptly.
- Answer incoming telephone calls, e-mails and take accurate messages.
- Monitor calendar daily.
- Provide general clerical and administrative support to all levels of professionalism.
- Maintain and organize legal files, records and documents; file documents to appropriate files; scanning when necessary and saving to appropriate e-file(s)/share drive(s).
- Create physical files with appropriate labels.
- Prepare and submit Aprons to Accounting for payments of invoices, bills, filing fees, and other expenses of the OAG as needed/required.
- Pick up incoming mail daily; date stamp, sort, and route incoming mail to appropriate staff as needed/required.
- Perform back-up duties for the Legal Support Specialist, as needed or directed.
- Must adhere to all tribal policies and procedures.
- Other duties as assigned.

This position announcement summary is intended to indicate the kinds of tasks that will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the Attorney General and/or Legal Support Specialist to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

APPLICATION PROCEDURE:

Submit a 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
doreen.debrot@lco-nsn.gov
caroline.yellowthunder@lco-nsn.gov**

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