



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

Office Assistant Temporary Position

Salary: Negotiable
Posting Date: October 11, 2022
Closing Date: Until Filled
Department: ARPA Office, CDC Building
Administration: LCO Tribal Government Personnel Policies and Procedures
Supervision: ARPA Project Coordinator

Summary

The Assistant will work three (3) days per week for a limited time to assist ARPA staff in filing documents, data entry and general office tasks.

Qualifications

1. Must be mature adult and adhere to strict confidentiality in all matters. Will be required to sign a Confidentiality Statement upon hire.
2. Must be able to work cooperatively in a team-oriented environment.
3. Must be extremely accurate and detail oriented.
4. Must possess a valid driver's license and reliable transportation.
5. Must be able to pass a criminal background check(s), a preliminary background check will be performed upon receipt of the employment application.
6. Must be dependable, reliable, and accurate.
7. Must be knowledgeable of the Lac Courte Oreilles Reservation communities.
8. Previous office experience preferred.
9. Tribal Preference applies.

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

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Hayward, WI 54843

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