



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: October 27, 2022
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:

Will work under the supervision of the Income Maintenance Case Worker and Executive Director, and will be responsible for the answering telephone calls, taking messages and scheduling appointments for the Income Maintenance Case Workers. The Receptionist/File Clerk will also be responsible for accurate and timely filing and scanning of all relevant materials, as directed. The Receptionist/File Clerk will be highly visible and must practice excellent professionalism in all aspects of performing duties.

QUALIFICATIONS:

- Mature Adult. Tribal Preference applies.
- High School Diploma or equivalent required.
- Must have mature characteristics and be extremely dependable, reliable and accurate.
- Must maintain strict confidentiality. Will be required to sign a Confidentiality Statement upon hire.
- Must have secretarial skills and strong interpersonal skills.
- Knowledge of administrative and clerical procedures and systems such as word processing, scanning and managing files and records.
- Must possess excellent organizational skills.
- Knowledgeable in Microsoft Office programs (Word, Excel, Outlook) and other data bases to input data.
- Must have the ability to work alone and as a team member.

- Must possess a valid WI Driver's License.
- Must be able to pass a background check(s).
- Must be able to pass a pre-employment drug screen and any other random drug screens thereafter.

DUTIES & RESPONSIBILITIES:

- Answer and direct all incoming calls or take messages in a courteous and efficient manner. Scheduling of appointments for Income Maintenance Case Workers.
- Maintain a working knowledge of current programs and resources and how to connect them.
- Filing, scanning, and shredding of documents for Income Maintenance Case Workers.
- Maintain a neat and orderly working 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
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.***