



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 Announcement Administrative Assistant



Job Title:	Administrative Assistant
Organization:	Lac Courte Oreilles Conservation Department
Posting Date:	August 28, 2025
Closing Date:	Open Until Filled
Salary:	\$15.00/hour
Job Location:	Lac Courte Oreilles Conservation Department

Summary

Under the general direction of the Executive Director and Sub Directors of the Conservation Department, the Administrative Assistant is responsible for all aspects of front desk operations and receptionist duties including but not limited to customer assistance and inquiries, issuing seasonal harvest, camping and burning permits, and coordinating the firewood programs.

Duties

- Responsible for front desk operations and reception
- Must adhere to all Tribal and Conservation Policies, Procedures, and Confidentiality requirements.
- Maintain filing systems, organize and update records to ensure easy access and retrieval of information.
- Ensure all department bills and invoices are paid in a timely manner through an Accounts Payable Voucher (APV) and data entered into the MICROIX accounting software system for weekly processing.

**LCO Tribal Government
Human Resource Dept
Conservation Office Manager**

- Responsible for reconciling weekly time cards, processing PTO/Comp forms for staff as needed
- Processing requisitions for day-to-day office/maintenance supplies as needed by all staff
- Respond to Vendors on payment status by telephone or emails.
- Use of various office software and tools.
- Orders office supplies
- Present information orally and in written format to management, staff, and the public.
- Maintain filing systems, organizing and updating records to ensure easy access and retrieval of information.
- Read and interpret federal statutes and regulations, on and off reservation Conservation codes
- Processes bear complaints, illegal dumpsite complaints, etc.
- Issues hunting, fishing, and gathering permits
- Registers deer, furbearers, etc.
- Issues burning permits
- Oversees firewood programs
- Chippewa Flowage campsites
- Assist Director and Sub Directors
- Continuously improve administrative processes and procedures to enhance efficiency and productivity within the office.
- All other duties as assigned.

Qualifications

- Associate degree from an accredited community college, college, or university in Business Administration or Public Administration
- Ability to operate standard office equipment
- Must be detail oriented, accurate, organized, and able to work independently and as part of a team
- Must be able to produce timely and accurate work
- Must be able to pass a criminal background check. A preliminary background check will be performed upon receipt of employment application
- Must be able to pass a pre-employment drug screen.
- Must have a valid driver's license and insurance
- Must have strong customer service skills and the ability to diffuse tense situations while maintaining a professional demeanor
- Must be familiar with the LCO community
- Tribal preference preferred

NOTE: This position has been classified as 50 tax-exempt for qualified individuals under Internal Revenue Code §7873 - Tax Exemption for Income Derived from Treaty

Fishing Rights-Related Activities.

Application Procedure & Requirements:

1. Completed LCO Employment Application, including Release and Authorization form (included in application)
2. Cover Letter (Letter of Interest)
3. Resume
4. At least three (3) letters of Referral (Recommendations)
5. And any other supportive documents
6. 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

marilyn.isham@lco-nsn.gov

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