

KEWEENAW BAY INDIAN COMMUNITY

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

2018 TRIBAL COUNCIL

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JENNIFER MISEGAN, Vice President
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GARY F. LOONSFOOT, JR.
RODNEY LOONSFOOT
ELIZABETH D. MAYO

RECEPTIONIST AND CLERICAL WORKER (Fill-In/On-Call positions only)

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- Completed Keweenaw Bay Indian Community application
 - Copy of High School Diploma/GED/Certificate of Completion
- OR**
- If you are a KBIC member working towards obtaining your GED, you must provide verification
 - If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
 - If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Personnel Department
16429 Beartown Road
Baraga, MI 49908
Phone: 906-353-6623, ext. 4140 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Distribution Date: February 20, 2018

Closing Date: Open Continuous

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION ANNOUNCEMENT

POSITION: RECEPTIONIST AND CLERICAL WORKERS
Fill-In/On-Call positions only

LOCATION: Keweenaw Bay Tribal Center
Baraga, MI 49908

SUPERVISORY CONTROL: Administrative Specialist to the CEO

SALARY: Grade 4 (minimum starting wage = \$11.47/hour)

REQUIRED QUALIFICATIONS:

- Must possess High School Diploma, GED, or Certificate of Completion.
 - This qualification may be waived for individuals 62 years of age or older who meet the remainder of the qualifications listed below.
 - This qualification may also be waived for KIC Members working toward obtaining their GED who meet the remainder of the qualifications below. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director and Personnel Director).
- Must be at least 18 years of age.
- Must be able to type and file.
- Must be computer literate and proficient with Microsoft Office software (Word, Excel, Outlook).
- Must have good math skills.
- Must have a pleasant demeanor.
- Must have the ability to answer telephones and accurately relay messages.
- Must maintain strict confidentiality.
- Previous receptionist/clerical experience preferred.
- Must pass a clerical test with a score of at least 70% (testing will be administered by KBIC).
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment physical and pre-employment drug test. **NOTE:** Some positions require working with money and in highly sensitive, confidential situations. Applicants working in these assignments must be able to pass a background check with no current money-related crimes and/or a suitable background.

INDIAN PREFERENCE: Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE: Preference will also be given to Veterans who do not have bad conduct or dishonorable discharges (need DD214).

DUTIES AND RESPONSIBILITIES: Department(s) may call to request temporary help and to fill in during staff absence. Duties vary from department to department, and may include, but are not limited to:

1. Answer telephone in a courteous manner, take messages for staff and relay messages to those staff members in a timely manner. Must be able to provide phone liaison contact for absent staff members.
2. Greet visitors in a courteous and professional manner, ascertain nature of business and direct visitors to appropriate staff member.
3. Perform basic clerical duties including, but not limited to, word processing, filing and copying, distribute in-coming mail, and scheduling appointments.
4. Prepare daily deposits.
5. Must maintain a professional, acceptable appearance and demeanor. Must be friendly, courteous and able to work well with people, including fellow staff members.
6. Other duties as assigned.

This position announcement summary is intended to indicate the kinds of tasks which 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 supervisor 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 difficulty.

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