

KEWEENAW BAY INDIAN COMMUNITY

2018 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
SUSAN J. LAFERNIER, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

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

ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, JR.
RODNEY LOONSFOOT
ELIZABETH D. MAYO

SOLID WASTE OFFICE ASSISTANT

One (1) part-time, non-exempt position

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 Valid Driver's License
- Copy of High School Diploma or GED
- If KBIC Member working towards obtaining GED, documentation required
- 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
Beth Fish, Personnel Director
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4140 or 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Distribution Date: June 8, 2018

Closing Date: June 22, 2018 at 4:00 pm

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS
"Home of the Midnight Two-Step Championship"


CEO APPROVAL DATE

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POSITION ANNOUNCEMENT

JOB TITLE: **SOLID WASTE OFFICE ASSISTANT**
One (1) part-time up to 37 hours/ week, non-exempt position

LOCATION: KBIC Solid Waste Management Facility
Ojibwa Industrial Park
Baraga, Michigan 49908

SUPERVISORY CONTROL: Solid Waste Facility Manager

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

QUALIFICATIONS:

- Must have High School Diploma or GED.
- Must be able to type and file
- Must have experience working in an office setting.
- Must have basic accounting knowledge and ability to make change.
- Must be computer literate and proficient in MS Office Programs.
- Must have the ability to answer telephones and relay messages.
- Must possess a valid, unrestricted Michigan driver's license, have a good driving record, and be eligible to operate fleet vehicles.
- Must be able to document legibly.
- Must be able to effectively and professionally communicate with the general public.
- Must be able to understand and carry out oral instructions and to work independently in the performance of routine duties.
- Average clerical test score of 70% (administered by KBIC).
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and a pre-employment physical.

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

VETERAN PREFERENCE: Preference will also be given to Veterans (need DD214).

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DUTIES AND RESPONSIBILITIES:

1. Primary duty is to perform clerical and/or office duties of the KBIC Solid Waste Management Facility.
2. Greet and inform customers of facility policies and procedures.
3. Assists facility users in the appropriate placement of refuse, recyclables, and household hazardous and electronic waste.
4. Operate vehicle weigh scale and scale equipment, scale software, and maintain scale records.
5. Assess and collect user fees and make change, prepare and print customer receipts, and maintain a daily log of all fees collected.
6. Maintains records of all operational records, including incoming and outgoing refuse, recyclable materials, and hazardous wastes.
7. Answer telephone, direct calls, and relay messages.
8. Make copies and fax documents.
9. Keep inventory of facility and office supplies and restock supplies when necessary.
10. May be required to work, outdoors, in varying weather conditions.
11. Other job duties as assigned by supervisor.

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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