

KEWEENAW BAY INDIAN COMMUNITY

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

2024 TRIBAL COUNCIL

DOREEN G. BLAKER, President
RODNEY LOONSFOT, Vice President
SUSAN J. LAFERNIER, Secretary
ELIZABETH "LIZ" JULIO, Assistant Secretary
THEODORE "AUSTIN" AYRES, Treasurer

ROBERT "R.D." CURTIS, JR.
EVERETT EKDAHL, JR.
SUE ELLEN ELMBLAD
DALE F. GOODREAU
HOPE E. LARAMORE
SAM LOONSFOT
TONI J. MINTON

MOTOR VEHICLE/LICENSING SPECIALIST

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
- Current Resume'
- Personal Statement
- College Transcripts
- Copy of valid, unrestricted Michigan driver's license.
- Minimum of three (3) professional or work-related Letters of Recommendation
- 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
906-353-6623, ext. 4140
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Keweenaw Bay Indian Community does not discriminate on the basis of race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

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

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JOB DESCRIPTION

POSITION:

MOTOR VEHICLE/LICENSING SPECIALIST

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

LOCATION:

Keweenaw Bay Tribal Center
Baraga, Michigan 49908

SUPERVISORY CONTROL:

Enrollment/Motor Vehicle Division Director

SALARY:

Grade 7 (minimum starting wage = \$19.47/hour)

Note: This position has been classified as 25% tax-exempt for qualified KBIC tribal members under Internal Revenue Code §7873 – Tax Exemption for Income Derived from Treaty Fishing Rights-Related Activities.

REQUIRED QUALIFICATIONS:

- Associate degree in general studies AND one (1) year of work experience in an office setting that included the types of duties/responsibilities required of this position.
- OR**
- One year of college with a minimum of 24 college credits AND two (2) years of work experience in an office setting that included the types of duties/responsibilities required of this position.
 - Must complete and obtain a Clerical test score of 70% or higher (testing will be administered by KBIC Personnel Department).
 - Must have knowledge of the Motor Vehicle Code, Title Ten of the Tribal Code and the Enrollment Ordinance.
 - Must adhere to strict confidentiality in all matters.
 - Must have the ability to:
 - Read, analyze, interpret and apply laws, rules and regulations;
 - maintain records and prepare reports from records;
 - Prepare correspondence;
 - Respond to inquiries or complaints from customers and regulatory agencies;
 - Remain calm in difficult situations with customers.
 - Must be proficient in Microsoft Word and Excel.
 - Must have strong communication and excellent interpersonal skills.
 - Must have a pleasant demeanor, be courteous, friendly and work well with the public.
 - Possess a valid Michigan unrestricted driver's license and be insurable to operate fleet vehicles.
 - Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment physical and pre-employment drug testing.

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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 dishonorable or bad conduct discharges (need DD214).

DUTIES AND RESPONSIBILITIES:

The Motor Vehicle/License Clerk is responsible for the administration and issuance of registrations and licenses provided for under ordinances enacted by the Keweenaw Bay Tribal Council:

1. Answers questions from the general public on motor vehicle registration eligibility and permits/licenses, procedures, and applicable fees.
2. Works closely with dealerships and agencies regarding motor vehicle and titling.
3. Explain applications and advise applicants on what is required to complete the applications.
4. Determines authentication of required documents.
5. Submits surrendered titles for verification of ownership to the Tribal Police Department.
6. Processes surrendered titles and insures that they are sent to applicable jurisdictions.
7. Determines applicable fees and verifies receipts.
8. Compiles data and prepares monthly report to be submitted to supervisor.
9. Issues registrations for ATV's, Motorcycles, Snowmobiles, Collector plates, Boats & Trailers along with all other motor vehicles.
10. Maintains historical physical file for each registration and title issued.
11. Issues the following Permits/Licenses per Title Ten:
 - a. Hunting/Fishing/Trapping Cards and tags to individuals
 - b. Commercial Fishing Licenses
 - c. Bait Permits
 - d. Enrollment Identification Cards
 - e. Subsistence permits
 - f. Special Deer Tag permits
 - g. Camping permits
 - h. Disabled Hunter permits
 - i. Special Permits to hunt for Elders
12. Notifies Tribal Law Enforcement Officers of all Permits issues.
13. Develops applications for Commercial Fishing Licenses. Places Advertisements and posts notices regarding the application deadline. Sends current license holders renewal applications. Receives completed applications and background check forms. Review them to ensure that they contain all necessary information and documentation. Submits Background Check forms to the Probation Officer. Summarizes applicants and submits them to the Director of Natural Resources. Notifies applicants as to the Tribal Council decision regarding the approval of the License. Prepares all necessary agreements to complete the issuance of the license. Maintains accurate file for each license given.
14. Issues Visitor Licenses and verifies Tribal membership of the applicant.
15. Receives hunting registrations for all deer, bear and small game. Records and summarizes at the close of each hunting season. Submits report to the Great Lakes Indian Fish and Wildlife Commission and to the Natural Resource Department.
16. Orders and maintains an adequate amount of supplies including registration tags, deer and bear tags, license plates and registration cards. Completes Inventory Log monthly. Submits request for Purchase to Director for approval.

17. Tags and registers various animal pelts.
18. Issues Handicapped parking permits and maintains database.
19. Issues Employee Badges for all applicable employees.
20. Become knowledgeable of all motor vehicle and titling regulations and requirements.
21. Assist the Director in periodic automobile insurance checks.
22. Issues motor vehicle titles and verifies accompanying documentation.
23. Maintains a daily log of all transactions. Summarizes daily and files a report with supervisor.
24. Enters and maintains database of all vehicle registration in accordance with the Declaration of Reciprocity by the State of Michigan.
25. Sends reminders to all individuals who have registrations expiring each month.
26. Updates tribal member's addresses and contact information in accordance with guidelines.
27. Provides Tribal Police and other law enforcement departments with information on motor vehicle registration.
28. Works closely with Natural Resources Staff, Enrollment Staff and Tribal Law Enforcement as well as all Tribal Departments.
29. Review requests for business license applications and issue appropriate forms.
30. Interpret and explain applicable business license ordinances and licensing processes to applicants.
31. Assist applicants with completing required documents.
32. Compute fees, process paperwork, and issue approved business licenses.
33. Maintain accurate records of all business license transactions and documents.
34. Assist in the development and amendment of business license ordinances.
35. Performs other related 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 of difficulty.

Distribution Date: December 17, 2024

Closing Date: January 9, 2025 at 4:00pm

TERO Approval:  Date: 12/17/24