

KEWEENAW BAY INDIAN COMMUNITY

2026 TRIBAL COUNCIL

EVERETT EKDAHL, JR., President
TONY LOONSFOOT, Vice President
ELIZABETH "LIZ" JULIO, Secretary
TONI J. MINTON, Assistant Secretary
DALE F. GOODREAU, Treasurer

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

THEODORE "AUSTIN" AYRES
DOREEN G. BLAKER
ROBERT "R.D." CURTIS, JR.
SUE ELLEN "SUZIE" ELMBLAD
RODNEY LOONSFOOT
SAM LOONSFOOT
MATHEW SHALIFOE, JR.

OFFICE COORDINATOR GAMING COMMISSION

One (1) full-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
- ☐ Copy of High School Diploma/GED or College Transcripts
- ☐ Minimum of three (3) Letters of Recommendation
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of direct descent
- ☐ 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. 4175 or 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Keweenaw Bay Indian Community does not discriminate based on 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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POSITION ANNOUNCEMENT

POSITION:

OFFICE COORDINATOR (Gaming Commission)

One (1) full-time, Non-exempt position

LOCATION:

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908

SUPERVISORY CONTROL:

Executive Director of Gaming Commission

SALARY:

Grade 6 (minimum starting wage = \$18.40/hour)

QUALIFICATIONS:

- Associates Degree in Business, with related course work in accounting, data processing, and business management.

OR

High School Diploma or GED AND a minimum of two (2) years combined higher education and full time work experience with related course work in Office Management, Business Administration or related field and work experience must be in an office setting where the listed duties and responsibilities have been performed.

- Strong Microsoft Office skills.
- Must be professional and be able to work independently.
- Strong communication and interpersonal skills are essential.
- Must have the ability to effectively present information and respond to all inquiries.
- Must have the ability to answer telephones and accurately relay messages.
- Previous receptionist/ clerical/office experience required.
- Must be dependable and willing to adapt to a flexible schedule when needed.
- Must be able to type and file. Additionally, must pass clerical testing by 70% (administered by KBIC).
- Must be able to lift up to 40 lbs unassisted.
- Must maintain a valid Michigan Driver's License, a good driving record, and be able to be insurable to operate fleet vehicles.
- Must be willing to travel.
- Employments contingent upon the satisfactory result of a Security Background Check, pre-employment drug test, 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 qualified Veterans who do not have a bad conduct or dishonorable discharge (DD214 required).

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DUTIES AND RESPONSIBILITIES:

Will be serving as Office Coordinator to the Gaming Commission and Gaming Commission Staff under the direction of the Executive Director of the Gaming Commission.

- Perform basic clerical duties including, but not limited to, word processing, filing and copying, distribute in-coming mail, and scheduling appointments.
- Perform data entry tasks.
- Develop and maintain department records and files, including electronic files.
- Receive and log all incoming/outgoing correspondence.
- Maintain and utilize form letter file.
- Assist commission, staff, enterprise, and other departments with basic operational needs when assigned.
- Schedules/reserves facilities for Gaming Commission meetings, trainings, events, etc.
- Receives items/materials to assist with the agenda for Gaming Commission meetings.
- Prepares meeting materials for packet distribution.
- Attends Gaming Commission meetings, records, transcribes, and maintains accurate minutes of meetings/hearings.
- Assist with special projects or events when tasks are assigned.
- Controls department inventory and ordering supplies.
- Prepares purchase requests for department expenditures.
- Assists with travel arrangements for the commission and staff, and prepares travel advances/reports.
- Knowledge of all ordinances, regulations, and procedures governing gaming.
- Accepts vendor applications for the processing of Class I Social Drawing License and Class II Raffle License.
- Receives, reviews, checks, and receipts into inventory, reconciles and controls Maintenance and Non-Maintenance software shipments.
- Inspects shipments of gaming-related items for tampering and accepts gaming machine software from delivery services.
- Verifies Sale Order Number and compares to the Notice of Shipment from the vendor.
- Prepares and returns unapproved shipments to the appropriate vendor.
- Verifies software certification through the Gaming Commission-approved certified test laboratories.
- Notifies the appropriate slot/accounting staff that software is ready for processing installs or updates.
- Schedules disbursement of Maintenance software when requested and approved to use by authorized user.
- Receives and reviews monthly inventory log activity by departments and cross-references with testing laboratories.
- Performs other duties as assigned by supervisor.

Will maintain strict confidentiality of records and activity within the department.

Answer telephone in a courteous manner, take messages for staff and relay messages to Gaming Commissioners and Gaming Commission Staff in a timely manner. Must be able to provide phone liaison contact for absent staff members.

Greet visitors courteously and professionally, ascertain nature of business and direct visitors to appropriate staff member.

Must maintain a professional, acceptable appearance and demeanor. Must be friendly, courteous, and able to work well with people, including fellow staff members.

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 illustrating describing duties shall not be held to exclude other duties not mentioned that are similar in level of difficulty.

Distribution Date: July 29, 2026

Closing Date: August 13, 2026 at 4:00 pm

TERO Approval: Debra Picciano
Reviewed for Barriers only!
Date: 7/29/2026