



Red Cliff Band of Lake Superior Chippewa Indians

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

JOB DESCRIPTION

POSITION: Receptionist/Secretary - On Call

LOCATION: Red Cliff Tribal Courthouse

WAGE: \$11.00-\$13.00/hour

SUPERVISOR: Red Cliff Tribal Attorney and/or Chief Judge

THIS IS AN ON-CALL POSITION. APPLICANTS WILL BE SELECTED FROM THE INFORMATION SUPPLIED ON APPLICATION FORM ONLY. THERE WILL BE NO INTERVIEWS.

JOB SUMMARY: Primary responsibility is to greet visitors, answer telephone, route calls and take messages for all programs within the Court House which includes: Tribal Attorney, Chief Judge, Associate Judge, Tribal Prosecutor, and the Clerk of Court. Maintain clean and organized reception area.

DUTIES AND RESPONSIBILITIES:

1. Perform receptionist/secretarial functions as assigned by the Tribal Attorney or Chief Judge.
2. Process correspondence efficiently, accurately, and confidentially as directed.
3. Serve as a receptionist in the Tribal Court building and handle telephone calls in a professional manner.
4. Receive in-coming mail and distribute to staff.
5. Assist staff in locating and filing of materials.
6. Maintain confidentiality.
7. Fill in for the Clerk of Court on an as needed basis.
8. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None

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KNOWLEDGE: Must have knowledge of computers, secretarial duties, office machines and telephone skills.

QUALIFICATIONS:

1. Minimum of high school diploma, HSED or GED required.
2. Minimum of 1 year of office experience in a secretarial type position, preferred.
3. Working knowledge of computers and computer software and other office machines.
4. Ability to maintain accurate and complete records.
5. Ability to follow written and oral instructions and carry through procedures as specified.
6. Ability to maintain effective and positive working relationship with the public.
7. Ability to maintain confidentiality of information.
8. Ability to be self-motivated and flexible.

PERSONAL CONTACTS: Daily contact will be made with Supervisor, clients, state and local officials on an as needed basis.

PHYSICAL REQUIREMENTS: The duties assigned to this position involve bending, stooping, lifting, and carrying. Items may be placed in overhead storage or shelving. Mostly sedentary work.

WORK ENVIRONMENT: Primarily in an office setting. All Tribal Buildings are smoke free.

TRAVEL REQUIREMENTS: The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any behavior or attitude that tarnishes the name or image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

This job description is subject to change at employer's discretion, after consultation with the employee.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:

1. Completed Tribal Application, to include work history and references, available on the Tribal website.
2. Tribal Background Investigation Disclosure; available on the Tribal website.

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3. Consent to Release Liability and Reference Information Form; available on the Tribal website.
4. Resume, required; cover letter, optional.
5. Post-secondary transcripts or certifications; if applicable.

POSTING DATE: February 25, 2021

DEADLINE: Accepting applications all year

FOR FURTHER INFORMATION CONTACT:

Red Cliff Band of Lake Superior Chippewa

Human Resources Department

88455 Pike Road

Bayfield, WI 54814

www.redcliff-nsn.gov

hr@redcliff-nsn.gov

(715)779-3700

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.