

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

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CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

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**Job Title:** Administrative Assistant  
**Department:** Head Start  
**Hourly Rate:** \$17.00 - \$19.00  
**Full Time:** 40 Hours/Week  
**Exempt:** No/Hourly  
**Supervisor:** Head Start/Early Head Start Director  
**Posting Date:** Public  
**Opens:** February 13, 2023  
**Closes:** OPEN UNTIL FILLED



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**Summary:** The Bad River Head Start/Early Head Start Administrative Assistant is responsible for performing a variety of office support duties on a day-to-day basis.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned by the Head Start/Early Head Start Director or Department Head.

- Primary responsibility is to maintain a satellite accounting system for program grants and contracts, including developing an in-kind contribution record-keeping system. The satellite accounting system will include preparing the program vouchers, and purchasing orders, supporting budget management, and maintaining a record-keeping system utilizing a computer program. The Administrative Assistant will also meet monthly with the Contracts/Grants Compliance Officer to review records.
- Responsible for maintaining an overall record-keeping system for program contract files, correspondence, and personnel files according to tribal, federal, and state laws. Will assist with entering data into the ChildPlus system. Will always maintain confidentiality.
- Responsible for typing correspondence, memos, monthly calendars, and reports as necessary; copying and collating materials as assigned by supervisor; and maintaining office supply inventory to include restocking.
- Responsible for maintaining a central message system for the entire program such as telephone calls from vendors, parents, and providers; taking messages; maintaining a message board; retrieving and sorting mail. Greet visitors/parents professionally and courteously.
- Will maintain a clean and organized reception area.
- Will always be a positive role model.
- Will attend program-related training and perform other duties as assigned by supervisor.
- Will promote the use of and speaking Ojibwemowin as proficiency level allows in the classroom and throughout the delivery of all Head Start services for children and families.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Education and/or Experience:**

**Required:**

- High school diploma or its equivalent is a minimum requirement.
- Must possess working knowledge of office equipment, computer software programs, and the ability to perform customer service skills.
- Must have working experience in maintaining a record-keeping system and possess keyboarding skills.

**Preferred:**

- Accounting specific to governmental accounting or Secretarial Science Certificate degree and/or one-year work experience preferred.

**Other Skills and Abilities:**

**Required:**

- This is a required driver position.
- Must possess a valid Wisconsin driver's license and meet eligibility for tribal insurance.
- Must be able to work with a diverse population, possess strong telephone skills, as well as interpersonal skills; ability to provide cultural sensitivity.
- Working experience in maintaining a record-keeping system and possess keyboarding skills.
- First Aid and TOT Saver CPR, and Shaken Baby Syndrome are mandatory and will be provided by the program.

**Other Skills and Abilities:**

**Required:**

This is a required driver position.

Must possess a valid Wisconsin driver's license and meet eligibility for tribal insurance.

Must possess a good attendance record; be self-motivated, able to work independently with minimal supervision.

Must possess good interpersonal skills and the ability to relate well to program participants with objectivity and in a team environment. Ability to work with a diverse population; must be culturally sensitive.

**Background Check:**

This position is contingent on the ability to pass a required security background check. Must pass a Care Giver Background check regarding working with children and/or the elderly. Must pass a required driver check regarding driving under tribal insurance.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Must pass a medical physical examination and tuberculosis test. Position requires standing for extended periods, some sitting, walking, bending, stooping, and lifting to 50 lbs. on occasion.

**Working Environment:** The working environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Subject to inside and outside conditions. The noise level is moderate to loud.

**Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690, and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.**

**Send Application and Resume To:**

**Bad River Tribe  
Attn: Human Resources  
P.O. Box 39  
Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

**Application material may also be emailed to:**

[HRmanager@badriver-nsn.gov](mailto:HRmanager@badriver-nsn.gov)

[HRassistant@Badriver-nsn.gov](mailto:HRassistant@Badriver-nsn.gov)