

# 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:** Registration Station Clerk

**Department:** Mashkiiziibii Natural Resources

**Hourly Rate:** \$15.50/Hour

**Full-Time:** 40 Hours/Week

**Exempt:** No/Hourly

**Supervisor:** Wildlife Program Manager

**Posting Date:** In-House

**Opens:** December 15, 2023

**Closes:** December 21, 2023

**Posting Date:** Public

**Opens:** January 19, 2024

**Closes:** February 2, 2024, at 4:30 pm

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**Summary:** The Registration Station clerk will be responsible for being available to answer all questions that may arise from Tribal Members looking to obtain permits for Hunting, fishing, gathering, and camping. The Registration Station Clerk will also issue all permits needed by tribal members. Lastly, the clerk will need to remain educated on Tribal codes and ordinances that may apply.

## **Essential Duties and Responsibilities**

- Issues all required permits for fishing, hunting, and gathering activities.
- Must be able to maintain accurate records of permits and registration information.
- Fields all questions that may arise from Tribal members regarding hunting, fishing, gathering, and camping.
- Stay educated on all tribal codes and ordinances on and off the reservation pertaining to hunting, fishing, and gathering activities.
- Review, download, and file trail camera pictures and images.
- Assist in the development and execution of outreach and education material towards permitting and activities associated with the permitting process.
- Other duties may be assigned.

**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

Office work experience

## **Other Skills and Abilities:**

### **Required:**

Must be able to multi-task.

Must be able to work with minimum supervision

**Background Check:**

Standard Background Check

**Language Skills:**

Strong computer skills

**Physical Demands:** Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasionally lifting to 25 pounds and/or carrying for short distances.

**Work Environment:** This position is subject to inside and outside work. The noise level may be 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/>

Field Cod

**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)