

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Registration Station Clerk
Department: Mishkiiziibii Natural Resources
Hourly Rate: \$15.50/Hour
Full Time: 40 Hours/Week
Exempt: No/Hourly
Supervisor: Wildlife Program Manager
Posting Date: PUBLIC
Opens: August 13th, 2026
Closes: September 2nd, 2026, @4:30 pm



Summary:

The Registration Station Clerk is responsible for assisting Tribal Members seeking permits or information related to hunting, fishing, gathering, and camping. This position issues required permits and must remain knowledgeable about applicable Tribal codes and ordinances.

Essential Duties and Responsibilities.

- Issues required permits for fishing, hunting, and gathering activities.
- Maintains accurate records of permits and registration information.
- Responds to questions from Tribal members regarding hunting, fishing, gathering, and camping.
- Remains knowledgeable about Tribal codes and ordinances governing hunting, fishing, and gathering activities both on and off the reservation.
- 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.
- Assist the Wildlife Program with fieldwork and data processing during periods of reduced permitting activity
- 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.

Cultural Sensitivity:

This position requires an understanding of and respect for Tribal traditions, customs, values, and the socioeconomic needs of the community. The employee must interact effectively and respectfully with Tribal Members, Native American communities, and partner organizations. Tact, courtesy, confidentiality, discretion, cultural awareness, and sound judgment are required when handling sensitive matters.

Education and/or Experience:

Required:

High School Diploma or its equivalent.
Clerical and administrative experience

Other Skills and Abilities:**Required:**

Ability to manage multiple priorities effectively
Ability to work independently with minimal supervision
Strong organizational and recordkeeping skills
Knowledge of computers and software, computer applications, and proficient typing skills

Language Skills:

Effective communication and customer service skills.

Background Check:

Employment in this position is contingent upon successfully passing a Bad River background check.

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 be physically able to perform all job duties. Walking, standing, bending, stooping, and occasionally lifting to 25lbs and/or carrying for short distances.

Work Environment: The work environment characteristics described here are representative of those employees encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. 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/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov
HRassistant@Badriver-nsn.gov