



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: File Clerk/Administrative Assistant
Office of the Reservation Attorney (ORA)

OPEN: August 8, 2018

EXEMPT: No

SALARY GRADE: (3) \$10.85 to \$12.15 p/h DOE

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Part Time

CLOSES: August 21, 2018

JOB CODE:

DIVISION: Legal

DEPARTMENT: ORA

SUPERVISOR: Reservation Attorney

VACANCIES: 1

JOB SUMMARY: The File Clerk/Administrative Assistant works under the supervision of the Reservation Attorney or designee and is responsible for file management and maintenance as well as providing administrative support to attorneys and paralegals. File Clerk/Administrative Assistant completes general office duties including reception, filing and assisting with special projects and other related tasks, as assigned.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Perform receptionist duties, including, but not limited to, screening/directing walk-in inquiries, answering/screening/transferring phone calls, and taking accurate and complete messages.
2. Perform clerical and general office functions to facilitate workflow, including, but not limited to, filing, printing, copying, faxing, interoffice routing, and maintaining mail and fax logs.
3. Facilitate work flow by assisting attorneys with special projects and tasks as requested.
4. Assist in maintaining the filing system by organizing, labeling, and filing as well as archiving, as needed, under supervision and in accordance to established filing policies and procedures.
5. Conduct internal and external office communications in a proficient and professional manner both in person and on the telephone.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Associates Degree *preferred*.
- Possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Possess strong oral and written communication skills.
- Ability to be professional, responsible, dependable and trustworthy.
- Possess positive attitude, take initiative and be motivated.
- Ability to maintain highly confidential information with professionalism and integrity.
- Possess excellent interpersonal skills to maintain good relations with Tribal officials, supervisor, fellow employees, tribal members and the general public.
- Ability to comply with established office policies and procedures.
- Able to work independently and collaboratively in a team environment with high productivity.

- Ability to organize and prioritize workloads, and adapt to changing priorities.
- Ability to perform advanced functions with MS Word, Excel and Outlook.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires extensive Criminal Background Check.
- Must be proficient in using MS Word, Excel and Outlook.
- Complete applications will include a cover letter, resume, writing sample, reference letters and an unofficial school transcript.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.