



# 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:** Office Assistant II

**OPEN:** March 11, 2024

**EXEMPT:** No

**SALARY:** (8) \$23.05-\$25.96/hr. DOE

**SHIFT:** Day

**LOCATION:** LIBC Admin Bldg.

**DURATION:** Regular Full Time

**CLOSES:** March 22, 2024

**JOB CODE:**

**DIVISION:** Administration

**DEPARTMENT:** Kwenangets (Court Services)

**SUPERVISOR:** CS Program Manager

**VACANCIES:** 1

**JOB SUMMARY:** The Office Assistant II performs detailed reception and office duties to help maintain a clean, professional, efficiently run office. In addition to general office and reception duties, the Office Assistant is responsible for arranging travel, obtaining purchase orders, collecting, and recording time sheets, and receipting child support payments. This position is also responsible for assisting the Intake Specialist with intake and data entry as needed.

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

1. Answer multi-line telephone, maintain message logs, screen calls, respond to general inquiries, and direct calls to the appropriate parties.
2. Greet the public in a consistent and personable manner, receive visitors and ascertain the nature of their business, escort visitors to the appropriate staff person.
3. Compiles staff timecards and leave requests, organizing and preparing them for signature by the Program Manager.
4. Conducts Intake Interviews, including obtaining as complete application as possible, and taking DNA samples for Paternity cases. Intake interviews may need to be conducted in the Whatcom County Jail.
5. Assists Case Managers with filing Court Process forms in Lummi Court.
6. Maintains paper and electronic files.
7. Initiates the process receipting child support payments from non-custodial parents and correctly prepares them for delivery to the Payment Specialist.
8. Receives, opens, and distributes incoming mail while safeguarding confidentiality and financial security, as well as preparing outgoing mail.
9. Completes LIBC administrative process for organizing staff travel, meetings, and child support awareness events.
10. Maintain a clean and professional environment in the office by straightening and organizing the reception area, staff kitchen, conference room, lobby, outside front entry.
11. Prepares and monitors all requests for purchase orders and checks approved by the Director. Organizing and monitoring the purchase of office supplies.

12. Typing and transcribing documents and reports. Proofreads and ensures accuracy and completeness with regard to spelling, grammar, composition, and format. Independently composes correspondence to other tribal, Federal, State, and local agencies.
13. Uses knowledge of culturally appropriate Lummi interpersonal communication skills to communicate with both parents and help them work together for their child's benefit.
14. Serves court documents to all parties involved in Child Support cases, in and away from the office as needed.
15. Maintaining a high ethical and professional standard for himself/herself, including maintaining strict client and department confidentiality.
16. Attend and complete annual training, including some out of state travel.
17. Responsible for archiving client files and payment records.
18. Reading Court Orders to enter data into Excel and Access, then routing court orders and court dates to appropriate staff
19. Send a report to the TANF program indicating the TANF clients that received a child support check for each month and Assist Payment Specialist with year-end procedures.
20. Driving is necessary for service of process and mail delivery to Post Office.
21. Performs other job duties as necessary to meet the administrative responsibilities and goals of the Lummi Nation Child Support Program.

#### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED required plus 2 years of experience in an office setting
- **OR** Associates degree in Arts in Science Child Support Experience.
- Must have Child Support experience. *Preferred*
- Must 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:**

- Must be able to obtain Whatcom County Jail Access permission, including annual renewals.
- No Current or Future criminal charges.
- Has previously held a position that required compliance with confidentiality policies.
- Verifiable experience in a professional office environment with administrative responsibilities.
- Ability to work directly with the public, in customer/client relations and service.
- Ability to communicate clearly, verbally and in writing.
- Ability to be patient and compassionate with customers.
- Ability to do basic math calculations.
- Must be knowledgeable of Microsoft software (Access, Word, Power Point, Excel, etc);
- Ability to maintain strict confidentiality at all times.
- Must know or learn appropriate Lummi interpersonal communication skills.
- Must be familiar with Lummi families and community members.

#### **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 Criminal Background Check.

#### **TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto: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.