



Mi'kmaq Nation POSITION DESCRIPTION

TITLE: Administrative Assistant/Receptionist

CLASSIFICATION: Full-Time/Non-Exempt

IMMEDIATE SUPERVISOR: Tribal Administrator

NOTE: The following includes data on essential job functions, as well as physical, mental, academic and experiential requirements. The description is meant to serve interviewers, applicants, and directors as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility of the job. Some aspects of this position may change over time, according to the Tribe's needs.

SUMMARY OF POSITION: The Administrative Assistant will provide various administrative and clerical support functions to the Tribal Chief, Tribal Administrator and Program Directors. This person will also provide support and assistance to clients within the Micmac Community. The incumbent will use his/her knowledge, training, and technical skills to provide high quality services to consumers from both within the tribal services realm, the tribal community, and surrounding community (ex. vendors, contractors, etc.).

EDUCATION/EXPERIENCE: Associates Degree in Secretarial Sciences preferred, or High School Diploma with a minimum of two or more years' experience as an Administrative Assistant.

LICENSES OR CERTIFICATIONS: Valid Maine state driver's license. Office Assistant Certification (if not certified, will be required to do so within prescribed time as determined by Tribal Administrator).

SKILLS/KNOWLEDGE/ABILITIES REQUIRED: The incumbent must possess excellent oral and written communication skills, basic organization and time management skills, type 50+ words per minute, and a high degree of computer literacy, including proficiency with Spreadsheet and Database software. The ability to operate general office machines, including a computer, copier, scanner, and shredder. Must be able to project a sincere, positive image of the Tribe, and present his/herself in a courteous, professional manner when interacting with the general public, clients, agency personnel, and community professionals. Client service experience and strong interpersonal skills are also required. Ability to work independently and as part of a team. Knowledge of Tribal community values and norms.

WORKING CONDITIONS: Regular office environment. Some work-related travel is required throughout the State of Maine, as well as out of area.

NOTICE: This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor.

Requirements stated herein, are minimum levels of knowledge, skills and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill.

All employment decisions, including promotions, transfers and others, are based on meeting all requirements herein, and on Tribal need, the employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modifications to reasonably accommodate qualified individuals who pose a direct threat or significant risk to health and safety to themselves or others.

The closing date for the position is October 1st, 2021. If you are interested in applying for this position you **must submit a completed job application; a completed application includes copies of certificates/licenses/degrees you have stated that you have obtained in your application, along with a cover letter and a resume, and 3 professional references from current or past employers (within 3 years).**

A complete job description and an application can be accessed online at www.micmac-nsn.gov under Job Opportunities or you can call our office to have an application mailed.

An offer of employment will not be made without a successful DHHS and State of Maine background check. The successful candidate must also submit to an FBI fingerprint background check.

Please send the completed job application to the following address or email:

Cheryl Smart

Attn: Human Resource Assistant

Mi'kmaq Nation

7 Northern Road Presque Isle, Me 04769

csmart@micmac-nsn.gov

The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity and Service Provider.