

THE Mi'kmaq Nation Job Announcement

TITLE: Tribal Clerk

CLASSIFICATION: Regular/Full-Time/Salaried-Exempt

IMMEDIATE SUPERVISOR: Tribal Chief (Supervised by the Tribal Administrator from April 1 – June 1, during Election Years)

SUMMARY OF POSITION: The Tribal Clerk shall be responsible for implementing the membership enrollment system of the Aroostook Band of Micmacs (ABM) Tribal Council. The incumbent will ensure all applications for enrollment, are verified for accuracy and completeness, and assists with determining membership eligibility. The incumbent will ensure all enrollment applications are processed in a timely and uniform manner. The incumbent prepares hunting and fishing licenses for eligible tribal members. The incumbent is required to plan, coordinate, attend, and record the minutes of, each MN Tribal Council meeting and Tribal Community meeting. Additionally, the incumbent will be responsible for the dispersing and filing of minutes accordingly.

EDUCATION (AND EQUIVALENT EXPERIENCE): Associate's Degree in Secretarial Sciences preferred, or High School diploma with a minimum of two (2) year's experience as Administrative Assistant.

LICENSES OR CERTIFICATIONS: Valid driver's license.

SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED: Excellent oral and written-communication skills, organizational skills, and computer literacy. Familiarity with creating and implementing databases. Ability to work independently and as part of a team. Ability to accept direction and constructive feedback. Knowledge of Tribal community values and norms. Ability to treat each individual whether within the political, service, or social realm, in a courteous and respectful manner. Ability to work well in stressful environment.

WORKING CONDITIONS: Regular office environment. May be required to do some travel both local and/or out-of-area, to perform job responsibilities and fulfill assigned trainings. Incumbent is required to attend Tribal Council and Tribal Community meetings on a regular basis. 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 stated in your application, along with a cover letter and a resume, 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, State of Maine background check, and or FBI fingerprint background check.

CLOSING DATE: March 8th , 2024

Please send the completed Job Application to the following address or email:

Attn: Human Resource

Mi'kmaq Nation

7 Northern Road Presque Isle, Me. 04769

mcarlos@micmac-nsn.gov

Only individuals who have proof of full COVID-19 vaccination will be consider for hire.

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