



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)

SALARY RANGE: \$17 - \$24 per hour

*****\$3,000 HIRING INCENTIVE*****

SUMMARY OF POSITION: The Tribal Clerk (TC) shall be responsible for implementing the membership enrollment system of the Mi'kmaq Nation (MN). The TC will assist with determining membership eligibility, ensuring all enrollment applications are verified for accuracy and completeness and processed in a timely and uniform manner. The incumbent is required to plan, coordinate, attend and record the minutes of each MN Tribal Council and Tribal Community meeting, as well as be responsible for the dispersing and filing of minutes accordingly. He/she will prepare hunting and fishing licenses for eligible tribal members.

EDUCATION (AND EQUIVALENT EXPERIENCE): Associate's Degree in Secretarial Sciences preferred, or High School diploma with a minimum of two (2) years' 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: APRIL 8, 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

bdiamond@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.