

24. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
25. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

QUALIFICATIONS:

1. Must have strong interpersonal and customer service skills.
2. Must have a High School diploma or GED equivalent.
3. Working knowledge of computers and word processing and spreadsheet applications is required.
4. Must be able to work under pressure and deal with clients and co-workers in prompt, courteous and cooperative manner.
5. Must have no drug related offenses in the past five years on criminal background check.
6. Must possess knowledge of office procedures and knowledge to maintain a record keeping system.
7. Knowledge of private insurance, Medical Assistance and Medicare benefits preferred.
8. Must be able to work with minimal supervision.
9. Must be neat and well groomed.
10. Must be able to maintain confidentiality.
11. Must obtain an elder/youth license.
12. Must be willing to attend all applicable training.
13. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
14. Must be eligible for coverage under the employer's liability insurance.
15. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
16. Must be able to meet physical requirements of position.
17. Must be able to remain on feet for the entire work day and lift 35 pounds.
18. Must abide by departmental and organizational safety, testing, and uniform guidelines.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. This position requires a lot of standing with occasionally stoop, kneel, crouch, and lift and/or move up to twenty-five (25) pounds.
2. Evenings may be required. Extended hours and irregular shifts may be required.
3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.
4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

SUBMIT APPLICATION TO:

Human Resource Department
P.O Box 70
N8705 Moh He Con Nuck Rd
Bowler, WI 54416

WE ARE A DRUG FREE EMPLOYER.
CANDIDATES MUST PASS DRUG SCREEN
AND REMAIN DRUG FREE.

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Tribal Employment.

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

New Position:

Revised Position: 3/23/01

Tribal Council Approved:

Tribal Council Approved: 2-5-19