



Bois Forte Band of Chippewa

5344 Lakeshore Drive ■ Nett Lake MN, 55772 ■ 218-757-3261/1-800-221-8129

OFFICE SUPPORT SPECIALIST (NOT TO EXCEED 6 MONTHS)

Position Description

Opens: August 5, 2026 Closes: August 19, 2026			
Department:	477 Program/Early Childhood Programs	Reports to (title):	477 Director
Job Code:	N-8	Job Location:	Bois Forte Tribal Government-Nett Lake, MN
Pay Range:	Min: 16.05 Mid: 20.06 Max:24.07 (Quest position \$15.00)	Supervises:	None
Hours/week:	40	Classification:	Non-Exempt
Type of Position:	Full-Time	Effective Date:	08/03/2026
Indian Child Protection Background:	Yes	Revised Date:	08/03/2026
Telecommute:	No		

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as "Band").
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Office Support Specialist will work independently on specific tasks and projects as assigned. This position will be responsible for assisting processing applicants for 477, CSBG, MCAG, TERO, Energy Assistance and Bois Forte License Plates programs operated by Bois Forte 477 Department This includes: reviewing applications for eligibility, including all pertinent documentation obtained and processes applications, including purchase orders and check requests efficiently and accurately. Will be self-motivated and responsible for performing clerical, administrative and receptionist functions. Organizational skills are essential for this position. Provide a friendly reception for clients and visitors of Bois Forte 477 Department and direct them to the appropriate program. Provide general information and assistance regarding programs and services. Liaison for incoming phone call correspondence. Maintains office functionalities.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Provide friendly, professional greetings to all guests and clients of the Bois Forte 477 Department.
2. Provide a helpful, professional atmosphere and attitude when dealing with the Public.
3. Provide direction and general information for departments and programs of Bois Forte Housing.
4. Answer the telephone, forward to the appropriate staff and or take messages, assure that messages are relayed to the pertinent employee.
5. Responsible for distribution of incoming mail.
6. Request purchase orders and check requests, obtain authorization for ordering needed supplies and materials.
7. Provide technical assistance/trouble shooting when able or contacts assistance for copier/fax/scan, email, and internet issues.

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8. Coordinate and arrange meetings, take minutes of meetings.
9. Write memos and letters as needed.
10. Process and determine eligibility for the application intake process of 477, CSBG/MCAG, Energy Assistance, TERO, and Bois Forte License Plates.
11. Communicate with applicants to ensure submission of all required documentation.
12. Verify of qualification criteria and documentation.
13. Assure all documentation required is secured and filed appropriately according to program requirements.
14. Document information into database for license and registration.
15. Maintain a working knowledge of the 477 department's policies and procedures.
16. Send affirmation of application eligibility upon certification to applicant.
17. Organize and maintain program files and records relating to 477 department's programs.
18. Respond to client inquiries in a professional and timely manner.
19. Adhere to strict confidentiality of clients and department data.
20. Attend meetings and training courses as required.
21. Submit monthly report to the 477 Director.
22. Work closely with all 477 staff to ensure efficient operation of the department.
23. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
24. Any other job-related duties as assigned by the 477 Director.

MINIMUM MANDATORY QUALIFICATIONS

Experience:	Up to one (1) year of experience in an office support role.
Education:	High School Diploma or GED.
License/Certification:	None.
Mandatory Knowledge, Skills, Abilities and Other Qualifications:	- Must have excellent organizational, public relations, interpersonal, oral, written, and communication skills. - Must be able to work independently, with minimal supervision. - Must be dependable and reliable. - Must have knowledge of general business practices, office and filing procedures, certification, and documentation techniques. - Experience and proficiency in Microsoft based computer application Programs: Word, Excel, Power Point, Internet software, HDS software, and appropriate storage of electronic files. - Must adhere to all confidentiality requirements. - Ability to perform other duties as assigned. - Ability to be a team player in the 477 Department. - A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- Associates degree.

WORK ENVIRONMENT

Work environment:	The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
Physical demands:	The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 40 pounds. Specific vision

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abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.

Mental demands: There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com/employment to complete an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.