

**Job Announcement
Tribal Clerk**

The Aroostook Band of Micmacs is seeking to hire a full-time Tribal Clerk. Qualified candidates should possess excellent writing and computer skills. They must be able to communicate effectively, have a working relationship with tribal members and employees.

Primary responsibilities: The Tribal Clerk shall be responsible for implementing the membership enrollment system of the Aroostook Band of Micmacs, as well as prepare hunting and fishing licenses, and be present at the Tribal Council and Community meetings to take and disperse minutes. The candidate will also be responsible for organizing and overseeing the ABM election process.

Qualifications: Associate's Degree in Secretary Sciences preferred, or High School Diploma with a minimum of two years experience as Administrative Assistant. Valid Maine driver's license required. Must have or become a Notary Public.

If you are interested in the position or would like more information, please contact Andrea Michaud at (207)764-1972. Please send resume/applications to:

Aroostook Band of Micmacs
ATTN: Andrea Michaud, Personnel Director
7 Northern Rd
Presque Isle, ME 04769

Applications can be located at www.micmac-nsn.gov under job opportunities.

The Aroostook Band of Micmac is an equal opportunity employer. Preference will be given to Indians.

Closing Date March 16, 2012