



## 1<sup>ST</sup> POSTING

### OPEN TO ENROLLED MENOMINEE

**NOTE:** Selection process is in accordance with Chapter 170, as amended.

Post Closes: Monday April 27, 2026

Job Title: Administrative Assistant/Dispatcher

Status: Full Time

Supervisor: Fire Operations Specialist

Rate: \$25.12

#### **SCOPE OF WORK:**

The primary purpose of this position is to provide a wide range of fire dispatch, logistical and administrative support functions. Work requires in-depth or broad knowledge of accounting, budget or other financial management regulations, practices, procedures and policies related to Menominee Tribal Enterprises and DOI BIA Wildland Fire Program Management Operations for all Preparedness, Suppression, Fuels and Prevention programs.

Will Assist the Fire Operations Specialist in the oversight of all program operations. The area may encompass federal, state, tribal and private lands within the dispatch center's area of influence. The center is responsible primarily for Wildland fire preparedness, suppression support activities, but may respond to all risk incidents as needed or directed.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

##### **Must have the knowledge, skills, and ability to perform the following:**

1. Expense reconciliation and reimbursement procedures with ability to perform monthly invoicing and interpret fire and billing financial codes. Good working relationship with Accounting Department in tracking program dollars.
2. Enter payroll into time and attendance system.
3. Assist all training and hiring of A.D. work pool and MTE Fire personal/staff.
4. Coordinate with other dispatch organizations such as USFS in Woodruff and WDNR in Peshtigo on mobilization, reassignment and demobilization of resources.
5. Operate and/or directs the operation of various dispatch telecommunications systems for use in monitoring radio traffic for suspected fire activity and handling emergency phone calls from the public.
6. Input data into a number of fire program related computer applications, Fire reporting systems, Wildland Fire Decision Support System (WFDSS) and Resource Ordering Status System (ROSS).
7. Maintain a professional attitude dealing with staff, cooperators and the public pertaining to wood cutting and fire permits.
8. Monitor program budgets and annual work plans to assure balance in the fire organization's varying funding levels.
9. Adhering to federal firefighting guidelines and practices.
10. Provide backup summaries on invoices for accounting.
11. Provide comprehensive reports.

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12. Aware of all department procedures that ensure all policies are followed.
13. Communicate frequently and professionally with several government agencies to ensure all applicable laws, codes, ordinances, policies and grant guidelines are followed.
14. Perform other duties as assigned by supervisor.

**WORKING CONDITIONS:**

Requires the exercise of safe office practices and compliance with all safety policies and practices of MTE. Must be able to lift up to 40 lbs. Must wear appropriate safety apparel and equipment and comply with all safety policies and practices of MTE.

**QUALIFICATIONS:**

Requires a high school diploma or equivalency, (2) year's office experience in business related office administration, Must have (3) Year's of experience in Radio Operation or Dispatching. Must be willing to attend all Dispatcher training and any other training recommended by supervisor. Must be willing to travel for training and fire details, work long hours including weekends & holidays.

**APPLICATION PROCESS:**

1. Completed application
2. Copy of Tribal enrollment
3. Copy of diploma or equivalent.
4. Honorable or general military discharge paperwork

*Note: It is not the responsibility of MTE to notify you of incomplete applications.*

**SUBMIT APPLICATIONS TO:**

Mariah Grignon-Reiter, Human Resource Generalist  
Menominee Tribal Enterprises, PO Box 10, Neopit, WI 54150

Email: [mariahr@mtelumber.com](mailto:mariahr@mtelumber.com)

Fax: 715-756-1314

Call: 715-756-3353 if any questions.

\*Applicant must successfully pass a pre-employment drug & alcohol screening and background check.