Houlton Band of Maliseet Indians
Job Description

Tribal Police Department Administrative Assistant

Approved by Council: 10/06/2026

STATUS: Part-time
SALARY: $17.79-$20.19
SUPERVISED BY: Office Manager

Role: The Administrative Assistant provides essential clerical, organizational, and customer service support to the Houlton Band of Maliseet Indians Police Department. The role plays a vital part in sustaining public safety operations while fostering respectful, professional interactions within the community. A high level of confidentiality, cultural sensitivity, and attention to detail is required.

Key Responsibilities:

- Assist with providing administrative and clerical support to police officers, investigators, and department leadership
- Assist with serving as a point of contact for community members, handling inquiries in a courteous and culturally respectful manner
- Assist in maintaining, organize, and securely store records, reports, and case files in accordance with departmental policies
- Assist in preparing correspondence, reports, and official documents as required
- Schedule meetings, interviews, and departmental appointments
- Handle sensitive and confidential information with strict discretion
- Support evidence and documentation tracking, ensuring proper logging and record accuracy
- Coordinate communication with tribal leadership, external agencies, courts, and community organizations

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Qualifications:

- High school diploma or equivalent required; post-secondary education in business administration, criminal justice, public administration, or a related field preferred
- Previous administrative or clerical experience required
- Strong organizational, multitasking, and time management skills
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office (Word, Excel, Outlook) and general office systems
- Ability to maintain confidentiality and exercise sound judgment
- Knowledge of or willingness to learn about Maliseet culture, community values, and traditions
- Ability to pass state and federal background checks, DHHS. DMV, and urine drug screen

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Skills & Competencies:

- Cultural awareness and respect for Indigenous communities
- Strong writing, editing, and research skills (especially for grant applications)
- High attention to detail and accuracy
- Professionalism, integrity, and reliability
- Strong interpersonal and customer service skills
- Ability to remain calm and effective in high-pressure or sensitive situations
- Problem-solving and critical thinking abilities

Work Environment:

- Office setting within a Tribal Law Enforcement Agency
- Frequent interaction with community members, including individuals in stressful or sensitive situations
- Collaboration with tribal leadership, and external law enforcement partners
- Office hours will include weekend hours; additional schedule flexibility may be needed depending on department needs.

Physical Requirements:

- Prolonged periods of sitting and computer use
- Occasional lifting of files and office materials
- Repetitive tasks such as typing, filing, and data entry

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Complete job description, list of duties and qualifications and HBMI applications are available for download at our web site www.maliseets.net. Application are available at the front desk of the Administration Building or have one mailed to you by either calling the Administration Office at 532-4273 or e-mail hr@maliseets.com**. If selected for employment you will be subject to Alcohol and Drug testing. If you fail the Alcohol or Drug testing any offer of employment will be withdrawn by HBMI.**

Applications will be accepted until close of business on November 19th, 2026

TO APPLY:

Submit an application to:
Houlton Band of Maliseet Indians
Attn: Jessica Huff
88 Bell Road
Littleton, Maine 04730

The HBMI practices Indian Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity/At-Will Employer.