



<b>Employee Job Description</b>		
<b>Position Title: St. Croix Tribal Tax Commissioner</b>		
<b>Position ID #</b>		
<b>Facility: Tribal Government</b>		
<b>Job Family:</b>	<b>Comp Grade: Starting \$17.92 (K-1)</b>	<b>Status: 32 - 40 hrs week (FT)</b>

**St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.**

**Position Summary:**

The St. Croix Tribal Tax Commissioner is responsible for insuring that St. Croix Tribal Members and various governmental departments are provided the opportunity to utilize opportunities unique to sovereign nations and their tax-exempt status. This includes working with tribal members and other departments towards understanding, applying, and receiving services tax free.

**Essential Functions:**

Assist in the development, application, expansion of tax-exempt services. This position is expected to work closely with tribal and community members.

**Tax Commissioner Job Duties:**

- Provide daily oversight of the implementation of St. Croix vehicle license plate project.
- Maintain and comply with license plate program.
- Ensure compliance of data reporting and other requirements are met in a timely manner.
- Provide tribal membership in applying and receiving tax exempt status on services or products received on reservation land.
- Research, instruct, and facilitate any new requirements concerning taxation issues.

**Note:** The essential functions are intended to describe the general contents of and requirements of this position and are not intended to be an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

**Type of Supervisory Responsibilities:** General Employee

**Supervisory Responsibilities:**

Will not be supervising others.

**Directly Reporting to:** Chief Financial Officer

**Matrix of INDIRECT Reporting:** Chief Financial Officer

**Scope and Complexity:**

Interacts with all levels of management, employees, and community members; often trusted with maintaining confidentiality and relaying highly sensitive messages, and appropriate application of business operations and practices.

**Physical Demands/Environment Factors:** OE-Typical Office Environment:

- Requires extensive sitting with periodic standing and walking.
- Maintain a flexible schedule to meet the objectives of dept. needs.
- Requires significant use of personal computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- May require off-site travel.

**Minimum Qualifications**

- Proficiency level typically gained through a combination of high school diploma and some higher educational courses.
- Must demonstrate ability to assess customer and business needs and formulate plan of action. Able to identify potential issues and proactively contain and manage challenges.
- Requires basic to intermediate level computer skills and ability to access information in meaningful ways such as researching on-line.
- Requires skill in conflict resolution and stellar customer communication.

- Must have demonstrated ability to work collaboratively with all levels of employees, community members, and managers.
- Requires effective presentation, verbal and written communication skills.
- Needs commitment to timeliness and attention to detail for acceptable customer service.
- Must pass a background check and drug test.

**Preferred Qualifications:**

- Valid WI Driver license meeting criteria for SCCIW Insurance policy.
- Able to work both independently and take direction.

*Native American Preference Given in Accordance with P.L. 93-638 and Amendments*

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EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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\*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.