

# ONEIDA TRIBE OF INDIANS OF WISCONSIN

## Human Resources Department

### JOB DESCRIPTION

#### APPLY IN PERSON AT:

Human Resource Department  
909 Packerland Drive  
Green Bay, WI 54303



#### OR MAIL TO:

Human Resource Department  
P.O. Box 365  
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

#### APPLY ONLINE AT:

<http://oneida-nsn.gov>

**POSITION TITLE:** Director - Legislative Reference Office  
**POSITION NUMBER:** 09089  
**DEPARTMENT:** Legislative Reference Office  
**LOCATION:** N7210 Seminary Rd Oneida WI  
**DIVISION:** Non-Divisional  
**RESPONSIBLE TO:** LOC Chair  
**SALARY:** E09 \$76,558/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** February 1, 2016  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** February 8, 2016  
**Proposed Start Date:** As Soon As Possible

### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

### **POSITION SUMMARY**

Accomplish the Legislative Operating Committee's objectives by planning, organizing and supervising all functions required to operate and maintain departmental activities and services. Provide analysis and development of legislative proposals affecting the Oneida Tribe. Continuation of this position is contingent upon funding allocations.

### **DUTIES AND RESPONSIBILITIES:**

1. Improve staff effectiveness by counseling, training and recommending disciplinary action for employees; planning, delegating, monitoring, and appraising job tasks and results in a timely manner.
2. Compile data regarding existing and proposed legislation.
3. Provide drafts of ordinances, laws, codes, resolutions or other forms of legislation as assigned by the LOC and assure legality of LOC documents as needed.
4. Receive and prioritize legal questions, analysis problems and prepares memoranda and correspondence for the LOC Chairman's signature.
5. Direct the LRO staff on prioritizing all legal matters affecting the office including the application of tribal laws, regulations, rules, and policies.
6. Consult with attorneys in the Oneida Law Office in the interpretation of existing legislation and the development of new legislation.
7. Host regular staff meetings to ensure communication between personnel and program-related activities.
8. Conduct annual program evaluation and assessments of program components and staff according to established policies, procedures and regulations.
9. Implement and participate in staff development and training programs.
10. Keep leadership and other departments informed of status of department activities by attending meetings and submitting reports.
11. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.

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#### **DUTIES AND RESPONSIBILITIES: (Cont.)**

12. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
13. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
14. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Must be able to move around in an office setting for meetings, customer walk-ins, operate office machines, etc.
2. Work is generally performed in an office setting with a moderate noise level.
3. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

#### **STANDARD QUALIFICATIONS:**

1. Knowledge of corporate and/or governmental management.
2. Knowledge of federal, state, local and tribal law, legal research and working knowledge of research methods, lawmaking and rule making systems.
3. Knowledge in human resources management policies and procedures.
4. Knowledge of contracts preparation and analysis.
5. Skill in problem solving, human relations, and time management.
6. Skill in Public Speaking.
7. Ability to manage staff of professionals.
8. Ability to appraise legislation for its need, meaning, intent, logical development and clarity of policy expression.
9. Ability to exercise initiative and independent judgment.
10. Ability to work extended hours and various work schedules.
11. Ability to demonstrate a high level of sensitivity to community issues and concerns.
12. Ability to communicate efficiently and effectively both verbally and in writing.
13. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
14. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
15. Must be willing and able to obtain additional education and training.
16. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
17. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.
18. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

#### **PREFERRED QUALIFICATIONS:**

**Applicants please clearly state on the application/resume if you meet these qualifications.**

1. Juris Doctor or L.L.B. from an accredited law school.
2. Two (2) years of successful legislative experience with state, tribal or federal lawmaking.

#### **MINIMUM QUALIFICATIONS:**

**Applicants please clearly state how you meet these qualifications on the application/resume.**

1. **Must be an enrolled member of the Oneida Tribe of Indians of Wisconsin.**
2. Master's Degree in Public Administration, Business Administration or related field with five (5) years of management experience; an equivalent combination of education and experience may be considered.

#### **ITEMS TO BE SUBMITTED:**

1. **Must provide a copy of diploma, license, degree or certification upon employment.**