

# ONEIDA TRIBE OF INDIANS OF WISCONSIN

## Human Resources Department

### JOB DESCRIPTION

#### APPLY IN PERSON AT:

Human Resources Department  
909 Packerland Drive  
Green Bay, WI 54303



#### OR MAIL TO:

Human Resources 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:** Administrative Assistant III  
**POSITION NUMBER:** 02171  
**DEPARTMENT:** Oneida Nation School System  
**LOCATION:** N7125 Seminary Rd Oneida WI  
**DIVISION:** Non Divisional  
**RESPONSIBLE TO:** K – 8 Principal  
**SALARY:** NE08 \$12.13/hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** August 14, 2015  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** August 21, 2015  
**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**

This position is responsible for the clerical and administrative duties for the Oneida Nation Elementary System, for part of the duties and also performs a variety of office support and secretarial duties for the Oneida Nation School Board. Position is responsible for keeping elementary accurate records, files and half of this position will prepare agendas and packets for School Board meetings, take minutes and follow up on directives from the School Board. Continuation of this position is contingent upon funding allocations.

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

1. Act as a receptionist, answering telephones, takes messages, schedules appointments and provides information to the public and staff.
2. Retain daily records of student attendance by computerized record keeping according to the established guidelines.
3. Assist K-8 Principal in maintaining accurate student absence information including printing of reports, letters, etc.
4. Provide administrative staff support to compile data information for reports to include required quarterly and semester student's reports as needed.
5. Assist with inputting attendance in the NASIS System.
6. Process incoming/outgoing mail, make necessary copies, compose routine replies to general inquiries.
7. Notify Accounting Clerk of changes in student transportation.
8. Write/record tardy and absent slip for students who either come late or were absent.
9. Compiles data and information for reports as needed/required.
10. Assist and/or operate copy machine, including general maintenance. Order copy paper for all copy machines in the school.
11. Serve as a mentor and as a positive role model to all students.
12. Maintain and record student files, grades and transcripts according to established guidelines.
13. Address customer and employee needs in a prompt and courteous manner; act as first contact source for Board members; takes and relays messages.

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

14. Prepares minutes, correspondence, reports, agenda, memos, forms, resolutions, and other documents and communications from drafts, recordings, or verbal instruction as requested.
15. Assist in preparing for special and regular School Board meetings; record minutes and distribute as appropriate.
16. Coordinate with the School Board Chair and administration to obtain information, compose accurate and timely quarterly reports to the Business Committee and semi-annual reports to the Tribal Council.
17. Coordinate the MOA panel for the hiring process, suspension/termination meeting and grievance hearings; compile and mail hearing notices and packets according to established guidelines; record proceedings and label evidence.
18. Maintain files of Board members, vacancies and terms of office.
19. Monitor Board actions and directives for compliance.
20. Ensure the purchasing, accounts payable/receivable procedures for stipends, travel, registration, training and contract agreements are completed in a timely manner.
21. Research all previously adopted Board policies for inclusion in updated Policies and Procedures Manual.
22. Maintain training packets for newly elected Board members.
23. Coordinate School Board training programs to ensure compliance with federal regulations.
24. Adhere to all rules/procedures of the school as defined by School Board Policy, school handbooks and administrative directives.
25. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
26. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
27. 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. Frequently sit; reach with hands and arms, and walk.
2. Occasionally stand; and stoop, kneel, crouch, or crawl; lift and/or move up to twenty five (25) pounds.
3. Work is generally performed in an office setting with a moderate noise level.
4. A Tuberculosis (TB) Screening and/or TB Skin Test are required within thirty (30) days of employment and annually thereafter as required.

**STANDARD QUALIFICATIONS**

1. Knowledge of good student/parent/staff relations skills is required. This requires the individual to be able to deal with parents, students, and staff personnel with tact, respect, courtesy, objectivity and maturity.
2. Knowledge of the functions and structure of the Oneida Nation School System.
3. Knowledge of business English, proper spelling, grammar, punctuation, and basic mathematics.
4. Skill in using sensitivity to the unique needs of elementary school ages Native American students and have the ability to communicate with students and parents in a positive manner.
5. Ability to keep accurate, up-to-date records and files is required.
6. Oneida Certification on reporting Child Abuse and Neglect is required within three (3) months of employment.
7. Current CPR and First Aid certifications or willingness to obtain these certifications within three (3) month probationary period as a condition of employment is required.
8. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
9. Must be willing and able to obtain additional education and training.
10. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
11. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Tribe 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.
12. 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 vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

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**PREFERRED QUALIFICATIONS:**

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

**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. An Associate's Degree in Business, or closely related field; two (2) years administrative or secretarial experience; an equivalent combination of education experience may be considered.
3. Must be able to type 50 wpm. **(Must pass a typing test administered by the Human Resources Department.)**
4. Good math and spelling skills. **(Must pass a math and spelling test administered by the Human Resources Department.)**

**ITEMS TO BE SUBMITTED:**

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