

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 II
POSITION NUMBER: 1746B
DEPARTMENT: Enrollment
LOCATION: 210 Elm St. Oneida WI
DIVISION: Non-Divisional
RESPONSIBLE TO: Enrollment Director
SALARY: NE07 \$11.03/Hr (NEGOTIABLE DEPENDING ON EDUCATION AND EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
POSTING DATE: May 12, 2016
CLOSING DATE: May 19, 2016
Transfer Deadline: May 19, 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

Perform a variety of administrative duties; which requires a range of skills and knowledge of organizational policies and procedures. Assist and direct visitors, and resolve administrative problems and inquiries; compose, edit and prepare a range of administrative documents. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Answer and screen incoming telephone calls, respond accordingly and forward to appropriate personnel or department, ensuring professional telephone etiquette.
2. Process incoming mail in accordance with established department policy & procedures.
3. Welcome visitors, determine nature of business, and announce visitors to appropriate personnel, maintaining professional and courteous demeanor.
4. Operate Identification card system, collect fees, and provide various I.D. cards. Perform database searches and provide membership certificates for Indian Child Welfare and other tribal or non-tribal entities.
5. Maintain the tribal membership Gas Tax data, to include data entry of information on forms and forwarding to appropriate tribal entity.
6. Receive various department forms, fees, and documentation from customers, provide receipts, and forward forms to appropriate Enrollment personnel for processing. Operate and maintain a cash register.
7. Prepare correspondence, reports, minutes, agendas, forms, directories, and other communications from drafts, recordings, or verbal instruction as requested. Recommend revisions to enrollment forms. Attend staff meetings and take minutes as requested.
8. Schedule department events and activities. Contribute to a team effort and accomplish related results as required.
9. Participate and assist in short and long range projects. Support team goals and objectives, department planning, organizing, and scheduling activities.
10. Participate in rotating weekend shifts, General Tribal Council meetings and Tribal elections.
11. Conduct research to resolve operational questions or issues as requested.
12. Establish and maintain an effective filing and retrieval system.

JOB DESCRIPTION

Administrative Assistant II

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DUTIES AND RESPONSIBILITIES: (Cont.)

13. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures and applicable laws, and Program Strategic Plans.
14. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
15. 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. Work is generally performed in an office setting with a moderate noise level.
2. Must be able to move around in an office setting for meetings, customer walk-ins, operate office machines, etc.
3. 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 proper spelling, grammar, punctuation, and basic arithmetic.
2. Knowledge of the Oneida history and culture.
3. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
4. Ability to communicate effectively both verbally and in writing.
5. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
6. Ability to follow records retention procedures.
7. Ability to represent the organization in a professional manner, building respect and confidence.
8. Ability to interpret applicable federal, state, tribal, county and local laws, regulations, and requirements.
9. Ability to handle multiple tasks and meet deadlines.
10. Ability to carry out instructions furnished in verbal or written format.
11. Ability to work independently with minimal supervision.
12. Ability to continually seek improvement in results.
13. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
14. Must be willing and able to obtain additional education and training.
15. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
16. Must pass a background security check with the Oneida Nation 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.
17. 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.

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 Wisconsin.**
2. High School Diploma, HSED Diploma or GED Certification. Applicants age 50 (fifty) and older are exempt from this requirement; two (2) years of administrative office experience.
3. Must be able to type forty (40) wpm. **(Must pass a typing test administered by the Human Resource Department.)**
4. Good Spelling and math skills. **(Must pass a spelling and math test administered by the Human Resource Department)**

ITEMS TO BE SUBMITTED:

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