

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: Executive Assistant I
POSITION NUMBER: 02566
DEPARTMENT: Cultural Heritage
LOCATION: 3703 Hillcrest, Green Bay, WI
DIVISION: Governmental Services
RESPONSIBLE TO: Cultural Heritage Area Manager
SALARY: E03 \$33,098/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: May 18, 2016
CLOSING DATE: May 25, 2016
Transfer Deadline: May 25, 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 and/or oversee a variety of administrative functions for Cultural Heritage including web page design. Position is responsible to develop, monitor, and secure data base information. Coordinate and facilitate meetings, program functions, and/or special events as appropriate. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Screen incoming calls and correspondence; exercises judgment and responds accordingly ensuring professional telephone etiquette; receive, sort, log and route all calls and mail.
2. Welcome visitors while maintaining a professional and courteous demeanor.
3. Coordinate and maintain travel arrangements, documents, and information as necessary.
4. Prepare, edit, and review all correspondence, reports, minutes, agendas, memos, forms, directories, resolutions, ordinances, and other documents as requested to ensure correct grammar, punctuation, and spelling.
5. Perform a variety of administrative duties to include but not limited to; monitoring and tracking budgets; preparing reports; maintaining and processing financial documents, maintaining inventory and office equipment, filing, attend meetings as requested, etc..
6. Create and develop effective presentations as requested.
7. Schedule event activities; manages departmental or manager's calendar.
8. Conduct research to resolve operational questions or issues; makes recommendations to enhance the efficiency of administrative operations.
9. Assist in developing, maintaining, and organization of Standard Operating Procedures.
10. Contribute to a team effort and accomplish related results as required.
11. Respond to client requests for copies of historical and cultural information packets, brochures, and research including individual family background. Assume responsibility for all genealogy requests.

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DUTIES AND RESPONSIBILITIES: (Cont.)

12. Monitor, improve and populate Cultural Heritage Website.
13. 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, walk; reach with arms; and talk and hear. Occasionally lift/move up to twenty-five (25) pounds.
2. Work is generally performed in an office setting with a moderate noise level.
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 business English, proper spelling, grammar, and punctuation.
2. Knowledge of records management and basic accounting procedures including budgeting.
3. Knowledge of the Oneida community, its history and culture with the ability to integrate into work.
4. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
5. Ability to develop a user friendly database with multiple subject lines, continuously monitor and update database, and cite research to adequately support data base information.
6. Ability to communicate effectively both verbally and in writing.
7. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
8. Ability to represent the organization in a professional manner, building respect and confidence.
9. Ability to write clear and concise reports, memoranda, directives and letters.
10. Ability to handle multiple tasks and meet deadlines.
11. Ability to work independently with minimal supervision.
12. Ability to demonstrate objectivity, and 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 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.
17. A valid driver's license, reliable transportation and insurance are required. 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 drivers' eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

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

1. One (1) year of supervisory is preferred.

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. A Bachelor's Degree in Business Administration, or closely related field; two (2) years administrative or secretarial experience; an equivalent combination of education experience may be considered.

ITEMS TO BE SUBMITTED:

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