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:
www.oneida-nsn.gov

POSITION TITLE: Administrative Assistant II
POSITION NUMBER: 00192
DEPARTMENT: Human Resources
LOCATION: 909 Packerland Drive Green Bay WI
DIVISION: Non-Divisional
RESPONSIBLE TO: Executive Assistant I
SALARY: NE07 $11.03/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: June 3, 2016
CLOSING DATE: June 10, 2016
Transfer Deadline: June 10, 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

Under direct supervision of the Executive Assistant I, perform a variety of administrative and staff support duties which requires exceptional customer service and a range of skills and knowledge of organizational policies and procedures. Resolve administrative problems and inquiries; perform data entry; compose, edit and proofread correspondence and reports, and prepare a range of administrative documents. Support the Training Department staff in administrative duties to include maintaining training records, preparation of training materials and training room, scheduling and reminding employees of training, coordination of e-learning, etc. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Answer incoming telephone calls, determine purpose of calls, and forward calls to appropriate personnel or department, ensuring professional telephone etiquette.
2. Screen incoming calls and correspondence; exercise judgment and respond accordingly; receive, sort, log, and route mail.
3. Record and deliver messages or transfer calls to voice mail when appropriate.
4. Welcome visitors, determine nature of business, and announce visitors to appropriate personnel, maintaining professional and courteous demeanor.
5. Arrange travel, prepare and submit travel-related documents, and maintain travel information as necessary.
6. Prepare correspondence, reports, minutes, agendas, memos, forms, directories, email, resolutions, ordinances, and other documents and communications from drafts, recordings, or verbal instruction as requested.
7. Review and edit all correspondence and documents for correct grammar, punctuation, and spelling.
8. Create and develop effective presentations as requested.
9. Intake and enter all job applications submitted to the Human Resource Department.
10. Schedule department events and activities; manage departmental calendar.
11. Attend meetings and take minutes as requested.
12. Conduct research to resolve operational questions or issues; make recommendations to enhance the efficiency of administrative operations.
13. Establish and maintain an effective filing and retrieval system.
14. Maintain and operate office machines, equipment, and computers. Perform or coordinate general maintenance and repair.
15. Photocopy, collate, distribute, and file documents.

DUTIES AND RESPONSIBILITIES: (Cont.)

16. Transmit outgoing faxes, and retrieve, log, and distribute incoming faxes.
17. Maintain inventory of office supplies.
18. Contribute to a team effort and accomplish related results as required.
19. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
20. 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 walk, sit; reach with hands and arms. Occasionally stand, lift and/or 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 is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of business English, proper spelling, grammar, punctuation, and basic math.
2. Knowledge of records management and basic accounting procedures including budgeting.
3. Excellent customer service skills.
4. Skill in organizing, attention to detail, time management and planning.
5. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
6. Ability to communicate effectively in the English language 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 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 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.
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 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. One (1) year experience working in excel and Infinium software programs.

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. High School Diploma, HSED Diploma or GED Certification; applicants age 50 and older are exempt from this requirement; two (2) years administrative experience; an equivalent combination of education and experience.

ITEMS TO BE SUBMITTED:

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