

# 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>

#### **FIRST POSTING OPEN TO ENROLLED ONEIDA TRIBAL MEMBERS ONLY**

**POSITION TITLE:** Administrative Assistant  
**POSITION NUMBER:** 00358  
**DEPARTMENT:** Table Games  
**LOCATION:** 2020 Airport Rd Green Bay WI  
**DIVISION:** Gaming  
**RESPONSIBLE TO:** Table Games Director  
**SALARY:** NE09 \$13.34/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** July 6, 2016  
**CLOSING DATE:** July 13, 2016  
**Transfer Deadline:** July 13, 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 associated administrative, fiscal, personnel support, and planning activities, some of which require advanced or specialized knowledge and skills, such as budget administration and control, equipment, facilities, and inventory management, specialized recordkeeping and database management, and/or specified information-gathering projects and tasks. 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. Provide administrative support to the Table Games department.
2. Provide excellent customer service for all internal and external customers of the Table Games operations at all times and in all activities. Establish and maintain effective working relationships with all internal and external customers of Oneida Casino. Provide solutions for customer concerns and continually focus on customer service as our top priority.
3. Develop, maintain, and facilitate effective relationships, communications processes and activities with all Gaming personnel and all other internal and external customers. Ensure established procedures and processes are utilized at all times, to ensure maximum understanding and coordination is in place. Attend department meetings to ensure effective communications take place.
4. Ensure compliance with all regulatory requirements in all areas at all times. Adhere to established quality, service delivery, customer service, and customer demand expectations. Adhere to all audit and legal regulations/laws and practices.

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

5. Inform supervisor of recommendations/ideas for improving all areas of this position to include ideas on improving customer service systems or activities.
6. Compose purchase orders on the AS400.
7. Maintain monthly Table Games Summary Reports to include date received, process various spreadsheets, forward reports to the appropriate upper management staff for review.
8. Monitor and submit to Central Accounting, monthly card count control forms and match play counts, compensation reports, five dollar (\$5) employee & customer meal tickets, ten dollar (\$10) customer meal tickets, twenty-five dollar (\$25) comp chips, match plays, etc.)
9. Answer incoming telephone calls; determine purpose of calls, exercise judgment, and forward calls to appropriate personnel or department, ensuring professional telephone etiquette.
10. Screen incoming correspondence; receive sort, log, and route mail.
11. Welcome visitors, determine nature of business, and announce visitors to appropriate personnel, maintaining professional and courteous demeanor.
12. Arrange travel, prepare and submit travel-related documents, and maintain travel information as necessary.
13. Prepare correspondence, reports, minutes, agendas, memos, forms, directories, resolutions, ordinances, and other documents and communications from drafts, recordings, or verbal instruction as requested.
14. Edit and review all correspondence and documents for correct grammar, punctuation, and spelling.
15. Maintain financial records; process accounts payable, purchasing and travel documents; prepare and issue receipts for payments.
16. Create and develop effective presentations as requested.
17. Monitor and track departmental budgets; prepare reports as requested.
18. Attend meetings and take minutes as requested.
19. Conduct research to resolve operational questions or issues; make recommendations to enhance the efficiency of administrative operations.
20. Establish and maintain an effective filing and retrieval system.
21. Maintain and operate office machines, equipment, and computers. Perform or coordinate general maintenance and repair.
22. Photocopy, collate, distribute, and file documents.
23. Transmit outgoing faxes, and retrieve, log, and distribute incoming faxes.
24. Maintain inventory of office supplies.
25. Contributes to a team effort and accomplishes related results as required.
26. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
27. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
28. 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, use hands to finger, handle, or feel; and reach with hands and arms.
2. Occasionally stand; and stoop, kneel, crouch, or crawl, and lift and/or move up to twenty five (25) pounds.
3. Work environment is **NOT** smoke, noise, or dust-free.
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 business English, proper spelling, grammar, punctuation, and basic arithmetic.
2. Knowledge of records management and basic accounting procedures including budgeting.
3. Knowledge of gaming operations.
4. Knowledge of table games.
5. Knowledge of Microsoft and Corel software, E-mail and AS400.
6. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
7. Ability to communicate effectively in the English language both verbally and in writing.

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**STANDARD QUALIFICATIONS: (Cont.)**

8. Ability to communicate effectively in the English language both verbally and in writing.
9. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
10. Ability to represent the organization in a professional manner, building respect and confidence.
11. Ability to write clear and concise reports, memoranda, directives and letters.
12. Ability to handle multiple tasks and meet deadlines.
13. Ability to carry out instructions furnished in verbal or written format.
14. Ability to work independently with minimal supervision.
15. Ability to demonstrate excellence in everything, and continually seek improvement in results.
16. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
17. Must be willing and able to obtain additional education and training.
18. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
19. 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.
20. 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. Associate's Degree.
2. Two (2) years administrative experience.

**MINIMUM QUALIFICATIONS:**

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

1. Must be eighteen (18) years of age.
2. High School Diploma, HSED or GED and one (1) year of administrative 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**