

# 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

#### APPLY ONLINE AT:

[www.oneida-nsn.gov](http://www.oneida-nsn.gov)



#### 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

**POSITION TITLE:** Receptionist  
**POSITION NUMBER:** 02373  
**DEPARTMENT:** Elder Services  
**LOCATION:** 2907 Overland Rd Oneida WI  
**DIVISION:** Governmental Services  
**RESPONSIBLE TO:** Office Manager  
**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:** 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**

This position will provide excellent customer service, perform administrative duties for the department, such as composing and word processing a variety of standard documents and correspondence, relaying and resolving routine telephone and/or walk-in inquiries, scheduling calendar items and meetings, making travel arrangements, processing forms, performing data entry, and establishing and maintaining records. Continuation of this position is contingent upon funding allocations.

### **DUTIES AND RESPONSIBILITIES:**

1. Welcome visitors, which includes but not limited to: determine nature of business, and announce visitor to appropriate personnel, professionally and courteously; exercise judgment and respond accordingly.
2. Answer incoming telephone; determine purpose of calls, forward calls to appropriate personnel or record and deliver messages as appropriate ensuring professional telephone etiquette and exercising good judgment.
3. Receive; sort, date stamp and distribute incoming mail.
4. Assist in collecting and distributing large documents, transportation passes, surveys, etc..
5. Assist in maintaining information boards and monthly calendar for the department.
6. Assist with scheduling of events and activities through participation in planning meetings and conference room/pod electronic scheduling.
7. Assist in preparing correspondence, reports, minutes, agendas, memos, forms and other documents and communications from drafts, recordings.
8. Assist in organizing information and preparing Elder Service Monthly meeting/training documents to be posted in DRUMS and on the Oneida Elder website calendar.
9. Assist in editing and reviewing all correspondence and documents for correct grammar, punctuation, and spelling
10. Assist in maintaining an effective filing, retrieval system, including database management. This includes but not limited to photocopying, collating, and scanning information for distribution to appropriate personnel.
11. Assist in maintaining and operating office equipment and computers as needed/requested including but not limited to perform or coordinate general maintenance and repair.
12. Assist in establishing and maintaining inventory of office supplies.

## JOB DESCRIPTION

### Receptionist

#### Page 2

#### **DUTIES AND RESPONSIBILITIES (CONT)**

13. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representative of contracting agencies and related organizations.
14. Participate in department meetings and outside elderly activities; and contribute to a team effort.
15. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
16. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
17. 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, stand, walk, reach above shoulder level, lift and carry up to twenty (20) pounds.
2. Occasionally bend, kneel, carry and lift up to thirty (30) 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 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.
3. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
4. Ability to carry out instructions furnished in verbal or written format.
5. Ability to communicate effectively both verbally and in writing.
6. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
7. Ability to represent the organization in a professional manner, building respect and confidence.
8. Ability to handle multiple tasks and meet deadlines.
9. Ability to work independently with minimal supervision.
10. Ability to demonstrate excellence and continually seek improvement in results.
11. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
12. Must be willing and able to obtain additional education and training.
13. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
14. 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.

#### **PREFERRED QUALIFICATIONS:**

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

1. One (1) year of administrative experience.

#### **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 is required within one (1) year of employment. **(Must be enrolled in a GED Program prior to the end of probationary period and provide documentation to the HRD Office for employee personnel file.)** Applicants age fifty (50) and older are exempt from this requirement.
3. Must be able type thirty (30) wpm. **(Must take a typing test administered by the Human Resources Department.)**
4. Good math and spelling skills. **(Must pass math and spelling tests administered by the Human Resource Department.)**

#### **ITEMS TO BE SUBMITTED:**

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