APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303

APPLY ONLINE AT:
http://oneida-nsn.gov

ONEIDA

A good mind. A good heart. A strong fire.

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

JOB DESCRIPTION

POSITION TITLE:	Executive Assistant
POSITION NUMBER:	02575
DEPARTMENT:	Trust Committee Administration
LOCATION:	909 Packerland Drive Green Bay WI
DIVISION:	Non-Divisional
RESPONSIBLE TO:	Trust Director
SALARY:	NE13 $19.53/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE
	(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION:	Non-Exempt
POSTING DATE:	October 5, 2016
CLOSING DATE:	October 12, 2016
Transfer Deadline:	October 12, 2016
Proposed Start Date:	As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation 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 record keeping and database management, and/or specified information-gathering projects and tasks. Coordinate meetings, program functions, and/or special events, as appropriate. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Answer incoming telephone calls, determine purpose, and forward to appropriate personnel or department.
2. Gain basic understanding of other positions within the Trust/Enrollment Department as needed or required.
3. Maintain guardianship information for medical health, financial estate matters, and legal incompetency.
4. Participate in rotating schedules for General Tribal Council meetings and Tribal elections.
5. Receive, sort, log, and route mail and correspondence; exercise judgment and respond accordingly.
6. Welcome visitors, determine nature of business, and announce visitors to appropriate personnel, provide information as needed regarding services of the Trust/Enrollment Department.
7. Arrange travel, prepare and submit travel-related documents, and maintain information as necessary.
8. Maintain financial records; process accounts payable, and purchasing paperwork.
9. Monitor, coordinate, maintain and update the Tribe's intranet, internet and social media pages to ensure the content is current
10. Maintain Trust/Enrollment documents in an accessible, accurate and organized manner.
11. Create and develop effective presentations as requested.
12. Schedule department events and activities; manage department and/or manager's calendar.
13. Monitor and track department budgets; prepare reports as requested.
14. Ensure timely execution of goals and objectives and recommend solutions regarding administrative issues and concerns.
15. Coordinate and assist committees with resolutions for assigned projects and make recommendations as necessary.
16. Assist with writing Standard Operating Procedures for the department.
17. Conserve Trust Director's time by reading, researching and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.

DUTIES AND RESPONSIBILITIES: (Cont.)

18. Keep leadership and other departments informed of status of Trust Enrollment projects and provide reports as needed.
19. Upload and download secured data via file transfer protocol with Fund Accountant.
20. Maintain effective communications and positive work relationships with managerial staff, supervisors and the public.
21. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
22. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; conferring with representatives of contracting agencies and related organizations.
23. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
24. 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
25. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
26. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
27. 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 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 arithmetic.
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 communicate effectively in the English language 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 represent the department in a professional manner.
7. Ability to handle multiple tasks and meet deadlines.
8. Ability to carry out instructions furnished in verbal or written format.
9. Ability to work independently with minimal supervision.
10. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
11. Must be willing and able to obtain additional education and training.
12. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
13. 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 Nation's Gaming Division.
14. 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 Nation'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. Bachelor's Degree preferred.
2. One (1) year of experience in managing social media accounts to include, facebook, twitter and website content.
3. Knowledge of the Oneida history and culture.

MINIMUM QUALIFICATIONS:

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

1. **Must be an enrolled member of the Oneida Nation.**
2. Associate Degree with two (2) years of administrative office experience.

ITEMS TO BE SUBMITTED:

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