

**ONEIDA TRIBE OF INDIANS OF WISCONSIN**  
**Human Resource Development Department**

**Location:**  
2630 West Mason Street  
Green Bay, WI 54303

**Phone:** (920) 496-7900  
<http://hrd.oneidanation.org>



**Mailing Address:**  
P.O. Box 365  
Oneida, WI 54155-0365

**Fax:** (920) 496-7911  
**Job Line:** 1-800-236-7050

**JOB DESCRIPTION**

**POSITION:** Office Manager

**POSITION NUMBER:** 01477

**DEPARTMENT:** Oneida Police Department

**LOCATION:** 2783 Freedom Rd Oneida WI

**DIVISION:** Non-Divisional

**RESPONSIBLE TO:** Area Manager-Police

**SALARY:** G-07 \$16.45/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)

**\*\*MUST BE AN ENROLLED MEMBER OF THE ONEIDA TRIBE OF INDIANS OF WISCONSIN\*\***

**ISSUING DATE:** January 3, 2007

**CLOSING DATE:** January 9, 2007

**Proposed Start Date:** As Soon As Possible

**Transfer/Promotion Deadline:** January 9, 2007

**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.

**APPLICATIONS MUST BE SUBMITTED TO:**

**HUMAN RESOURCE DEPARTMENT**  
**2630 WEST MASON STREET**  
**GREEN BAY WI 54303**

**OR MAIL TO:**

**HUMAN RESOURCE DEPARTMENT**  
**P O BOX 365**  
**ONEIDA WI 54155-0365**

**POSITION SUMMARY:** This position will supervise the administrative staff and serve as administrative support to the Area Manager-Police and Assistant Area Manager-Police for efficient and effective management of services for the Oneida Police Department. Incumbent will develop office procedures and systems to provide complimentary and effective functions in the office. This is a non-exempt position and reports to the Area Manager-Police. Continuation of this position is contingent upon funding allocations.

**DUTIES AND RESPONSIBILITIES:**

1. Supervise the administrative staff within the Oneida Police Department to include, but not limited to:
  - a. Hiring, orientation, internal and external training, scheduling, performance evaluation and disciplining of staff.
  - b. Ensure employee's Kronos time is accurate, complete and submit to the Payroll Department within set time lines.
  - c. Distribute and delegate assignments to the administrative assistant to ensure an efficient and effective flow of the Oneida Police Department according to established Department Standard Operating Procedures on a timely basis.
  - d. Develop, implement and update Department Standard Operating Procedures for the administrative staff.
  - e. Provide back-up for the administrative assistant as needed/required to answer telephones, take messages, greet clients/ visitors and direct them to the appropriate staff with professional courtesy and respect.
2. Assist the Area Manager-Police and Assistant Area Manager-Police in preparing, submitting and monitoring annual budget.
3. Process appropriation requests, account payables, account receivables, travel and per diem, expense vouchers, intra-tribal documents and property management.
4. Research and select new vendors for equipment and materials. Deal effectively with regular vendors to obtain the best prices.
5. Monitor, order, and maintain inventory for the daily operations for the Oneida Police Department to include administration, officer supplies, and squad cars.
6. Gather information, develop, and monitor grants.
7. Prepare statistical information, compile data, compose, and submit required reports to the Area Manager-Police, other Tribal Departments, State, and Federal Agencies.
8. Maintain department roster making changes as necessary and coordinate squad changeover.
9. Sort, index, file, retrieve, and maintain personnel files, contracts, correspondence, reports, meeting minutes, policies and procedures, and other related material as needed/requested.
10. Maintain Simplex NT computer of magnetic (employee) card holders and issue mailbox keys to new employees.
11. Schedule and attend OPD staff meetings, facilitate meetings, take minutes, distribute materials to appropriate personnel, and participate with new ideas and/or alternatives to improve services.
12. Coordinate and supervise special events such as conferences and seminars.

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

13. Practice excellent customer service skills at all times to include, but not limited to, addressing customer and employee needs courteously and promptly.
14. Adhere to all Oneida Police Department Standard Operating Procedures.
15. All other job related duties as assigned.

**QUALIFICATIONS AND REQUIREMENTS:**

1. Must be an enrolled member of the Oneida Tribe of Indians of Wisconsin.
2. An Associate Degree in Administrative Assistant, Secretarial Science, Business Administration, or a closely related field from an accredited college or university with two (2) years of documented successful administrative office experience is required. Applicants who meet the Associate Degree requirement will be given preference. **(MUST SUBMIT COPY OF DEGREE TO COMPLETE APPLICATION.)**
  - OR** A Technical Certification in Office Assistant, Secretarial, Business, or a closely related field from an accredited college or university with four (4) years of documented successful administrative office experience is required,
  - OR** A High School Diploma, HSED Diploma or GED Certification with six (6) years of documented successful administrative office experience is required.

**NOTE:** Applicants who do not possess an Associate Degree in one of the above or related fields will be required to formulate an educational plan to aggressively pursue and complete that plan within a specified period of time as approved by the supervisor.
3. One (1) year documented successful supervisory and budgeting experience is required.
4. One (1) year experience on a personal computer is required. Previous experience in software programs WordPerfect, Quattro Pro and Q&A is preferred.
5. Ability to type forty-five (45) wpm is required. **(Must pass a typing test administered by the Human Resource Department.)**
6. KRONOS training is required within fourteen (14) days of employment.
7. Must complete EEO Training within six (6) months of hire.
8. Ability to inform and communicate verbally and in writing is required with the ability to process information effectively, to identify and define problems and make objective decisions.
9. Well developed interpersonal skills are required. Must be tactful and mature with the ability to work with a wide variety of personalities demonstrating objectivity, respect, courtesy, maturity, and patience.
10. Excellent organizational skills are required. This requires the incumbent to plan, organize and schedule priorities efficiently and effectively, meet strict deadlines and successfully cope with challenging situations and conditions with minimal supervision.
11. Grant writing experience is preferred.
12. Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment.
13. **PHYSICAL REQUIREMENTS:**
  - a. Frequently sit and occasionally stand and walk.
  - b. Must be able to use both hands for repetitive movement, simple and firm grasping.
  - c. Must complete a Self-Disclosing Physical Questionnaire prior to employment.
14. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
15. Must be willing and able to obtain additional education and training.
16. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
17. Must pass a background security check prior to and during the course of employment with the Oneida Nation in order to meet the Employment Eligibility Requirements and/or the Tribal State Compact and/or the Tribal Gaming Ordinance as they pertain to the position and the location of the department.
18. 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 drivers 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 drivers' eligibility as a condition of employment.

A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter.