

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



OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

APPLY ONLINE AT:
<https://oneidanation-nsn.gov>

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

Phone: (920) 496-7900
Fax: (920) 496-7490

POSITION TITLE: Administrative Assistant
POSITION NUMBER: 02638
DEPARTMENT: Administration
LOCATION: 525 Airport Drive, Oneida WI
DIVISION: Comprehensive Health
RESPONSIBLE TO: Office Manager
SALARY: NE05 \$14.01/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: November 2, 2018
CLOSING DATE: Until Filled
Transfer Deadline: November 9, 2018
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 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 Health Center departments as needed.
2. Create, maintain and update daily tracking log of correspondence, purchase orders, contracts, travel and other documents requiring review/approval of the Oneida Law Office.
3. Answer incoming telephone calls, determines purpose of call, and forward to appropriate personnel or department, ensuring professional telephone etiquette. Screen incoming calls and correspondence; exercises judgment and responds accordingly; receives, sorts, logs, and routes mail.
4. Welcome visitor, determine nature of business, and announces visitor 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, resolutions, ordinances, and other documents and communications from drafts, recordings, or verbal instruction as requested.
7. Edit and review all correspondence and documents for correct grammar, punctuation, and spelling.
8. Create and develop effective presentations as requested.
9. Assist in the development and maintenance of the contractual agreement process for employment, services, supplies as directed.
10. Attend meetings and take minutes as requested.
11. Conduct research to resolve operational questions or issues; makes recommendations to enhance the efficiency of administrative operations.
12. Establish and maintain an effective filing and retrieval system.

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DUTIES AND RESPONSIBILITIES: (Cont.)

13. Maintain and operate office machines, equipment, and computers. Perform or coordinate general maintenance and repair.
14. Photocopy, collate, distribute, and file documents.
15. Transmit outgoing faxes, and retrieve, log, and distribute incoming faxes.
16. Maintain inventory of office supplies.
17. Contribute to a team effort and accomplishes related results as required.
18. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
19. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
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 sit; handle, and feel; reach with hands and arms.
2. Occasionally stand, stoop, kneel, crouch, or crawl. Lift and/or move up to twenty-five (25) pounds.
3. Work is generally performed in an office setting with a moderate noise level.
4. Evening and/or weekend work may be required.
5. Extended hours and irregular shifts may be required.
6. 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 including budgeting.
3. Knowledge of switchboard or telecommunications system.
4. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
5. Ability to communicate effectively in the English language 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 write clear and concise reports, memoranda, directives and letters.
9. Ability to handle multiple tasks and meet deadlines.
10. Ability to carry out instructions furnished in verbal or written format.
11. Ability to work independently with minimal supervision.
12. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
13. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position. **(Training will be administered by the Human Resource Department).**
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. Employees are required to have proof of immunity or dates of 2 doses of MMR and Varicella prior to starting in any position within the Oneida Comprehensive Health Division. Any refusal of vaccination(s) or failure to provide proof of immunity may disqualify the applicant.
17. Must pass a background security check with the Oneida Nation 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.
18. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational 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 Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

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PREFERRED QUALIFICATIONS:

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

1. Associates degree.
2. Two (2) years of successful administrative office experience.

MINIMUM QUALIFICATIONS:

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

1. High School Diploma, One (1) year of successful administrative office experience.

ITEMS TO BE SUBMITTED:

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