

**APPLY IN PERSON AT:**

Human Resources Department  
909 Packerland Drive  
Green Bay, WI 54303



**OR MAIL TO:**

Human Resources Department  
P.O. Box 365  
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

**APPLY ONLINE AT:**

<http://oneida-nsn.gov>

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

**POSITION TITLE:** Legal Assistant  
**POSITION NUMBER:** 03012  
**DEPARTMENT:** GTC Legal Resource Center  
**LOCATION:** 3759 West Mason Street, Oneida, WI 54155  
**DIVISION:** Non-Divisional  
**RESPONSIBLE TO:** Legal Administrator  
**SALARY:** NE8 \$18.65/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** January 11, 2019  
**CLOSING DATE:** January 18, 2019  
**Transfer Deadline:** January 18, 2019  
**Proposed Start Date:** **As Soon As Possible**

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**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.

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**POSITION SUMMARY**

Facilitate the daily administrative activities and the GTC Legal Resource Center. Perform a variety of duties independently including timely case flow management, records management, docket management, customer services, and various types of communication. Will be cross trained with the duties and responsibilities of the GTC Legal Resource Administrator and will perform legal and clerical work for the GTC Legal Resource Center. Continuation of this position is contingent upon funding allocations.

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**DUTIES AND RESPONSIBILITIES:**

1. Prepare, proofread or process and notarize legal documents including briefs, pleadings, appeals, motions, pretrial agreements, peacemaking agreements and complaints.
2. Prepare, proofread or, process client intake application and legal correspondence.
3. Assist, prepare, and process contracts, purchase orders, and travel.
4. Assist the Administrator, Advocates, and Attorney to complete research projects, reports, and assignments.
5. Assist the Administrator to establish and maintain administrative and legal file systems and databases for monitoring client activity.
6. Assist the Administrator, Advocate, and Attorney in client file management.
7. Coordinate staff calendars to the department calendar; including the scheduling of events, activities, and trainings for the department.
8. Assist the Administrator with writing Standard Operating Procedures.
9. Attend department meetings, which may require evenings.
10. Answer incoming telephone calls; determine purpose of calls, and forward calls to appropriate personnel or department, ensuring professional telephone etiquette.
11. Maintain strict security, confidentiality, and quality to meet professional standards.
12. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
13. 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.

## **JOB DESCRIPTION**

### **Legal Assistant**

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#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently walk and sit.
2. Occasionally stand, stoop, kneel, crouch, crawl, lift and /or move up to twenty-five (25) pounds.
3. Work is generally performed in an office setting with moderate noise level. Evening and/or weekend work may be required.
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 the principles and practices of legal office procedures
2. Knowledge of applicable laws, policies and procedures of the Oneida Nation
3. Knowledge of department organization, functions, objectives, policies and procedures.
4. Knowledge of budget preparation.
5. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
6. Skill in preparing, reviewing, and analyzing operational and financial reports.
7. Skill in administrative activities to include scheduling to the docket calendar, legal research, client file systems, data processing, communications and public relations.
8. Ability to exercise independent judgment.
9. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds
10. Ability to demonstrate empathy, courtesy, respect, objectivity, and maturity while maintaining a professional appearance and demeanor.
11. Ability to interpret applicable federal state, county and local laws, regulations, and requirements.
12. Ability to work independently and meet strict time lines.
13. Ability to communicate efficiently and effectively both verbally and in writing.
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 Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
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 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.

#### **PREFERRED QUALIFICATIONS:**

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

1. Legal Administration and Court Hearing Procedures 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 Nation.**
2. Associate Degree in Business Administration, Public Administration, Political Science, Communication, or closely related field from an accredited college or university with two (2) years of experience in a court/legal environment and/or equivalent combination of education and experience may be considered.

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

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