

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



OR MAIL TO:
Human Resource 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.

FIRST POSTING OPEN TO ONEIDA ENROLLED TRIBAL MEMBERS ONLY

POSITION TITLE: Records Technician (Emergency Temp – 12 weeks)
POSITION NUMBER: 02345
DEPARTMENT: Central Accounting
LOCATION: 909 Packerland Dr Green Bay WI
DIVISION: Non-Divisional
RESPONSIBLE TO: Executive Assistant
SALARY: NE4 \$14.00/Hr
CLASSIFICATION: Non-Exempt
POSTING DATE: May 3, 2019
CLOSING DATE: May 17, 2019
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

Ensure the accuracy of files by maintaining an effective filing and retrieval system. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Maintain an effective filing and retrieval system of files. This includes processing, scanning and verifying all related documentation into an electronic database.
2. Retrieve and distribute records as requested by authorized personnel.
3. Update records and file according to established policies and procedures.
4. Ensure compliance with tribal, state, and federal laws and regulations regarding the control and release of information.
5. Prepare inactive files for storage by alphabetizing, labeling, boxing and entering information into database.
6. Purge and transfer outdated files according to established policies, procedures and regulations.
7. Screen incoming calls and correspondence; exercise judgment and respond accordingly.
8. Create and track reports for Central Accounting according to established policies and procedures.
9. Provide administrative support by filing, sorting, copying, collating information; fulfilling requests for information; answering the telephone; relaying messages; keeping equipment operational; maintaining supplies; process and distribute mail.
10. Receive receipts and reconcile cash on hand on a daily basis.
11. Conduct research to resolve operational questions or issues; make recommendations to enhance the efficiency of administrative operations.
12. Maintain and operate scanner, office machines, equipment and computers. Perform or coordinate general maintenance and repair.
13. Contribute to a team effort and communicates status of duties to team members.
14. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
15. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
16. 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 walk, sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear.
2. Occasionally stand, stoop, kneel, crouch, crawl, and 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. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

JOB DESCRIPTION
Records Technician
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STANDARD QUALIFICATIONS:

1. Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
2. Knowledge of records management procedures and basic accounting procedures.
3. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
4. Ability to write clear and concise reports, memoranda, directives and letters.
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 handle multiple tasks and meet deadlines.
8. Ability to carry out instructions furnished in verbal or written format.
9. Ability to represent the organization in a professional manner, building respect and confidence.
10. Ability to work independently with minimal supervision.
11. Ability to continually seek improvement in results.
12. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
13. Must be willing and able to obtain additional education and training.
14. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.
15. Must pass a background security check with the Oneida Nation 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 Gaming Division.
16. 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. Associate Degree
2. Data entry experience.
3. File management experience.
4. OnBase and scanning experience.

MINIMUM QUALIFICATIONS:

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

1. High School Diploma, HSED Diploma or GED Certification; applicants age fifty (50) and older are exempt from this requirement.

ITEMS TO BE SUBMITTED:

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