

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



ONEIDA

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

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

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

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

POSITION TITLE: Probate Clerk
POSITION NUMBER: 03045
DEPARTMENT: Land, Title, & Trust
LOCATION: 470 Airport Rd Oneida WI
DIVISION: Land Management
RESPONSIBLE TO: Land, Title & Trust Manager
SALARY: NE07 \$16.95//Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: June 4, 2019
CLOSING DATE: June 11, 2019
Transfer Deadline: June 11, 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

This position will be responsible to assist clients with probate paperwork, coordinating documents, and the preparation of probate packages for the Land Commission. This position is also responsible for the Register of Deeds scanning and recording of documents. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Answer incoming telephone calls, determine purpose of calls, and forward calls to appropriate personnel or department, ensuring professional telephone etiquette. Record and deliver messages or transfer calls to voice mail when appropriate.
2. Screen incoming calls and correspondence; exercise judgment and respond accordingly; receive, sort, log, and route mail.
3. Maintain an accurate and timely journal of all recordings within the Register of Deeds system and scan into OnBase.
 - a. Maintain back up system of all daily recordings.
4. Assist clients by explaining the varies probate process such as federal probate estate, tribal lease, or personal property.
5. Work with clients to prepare Estate Documentation, which will include:
 - a. Ensuring all applicable documents such as Birth, Death, Marriage, Adoption certificates are on file and in order to complete probate packages for court presentation.
 - b. Ensure family genealogy is documented and verified.
 - c. Proofread documents and postings as needed that deal with Land, Title and Trust
6. File for hearings through the Oneida Nation Land Commission or Federal Government.
7. Post Notices to Tribal Paper-Local/State Newspapers as applicable.
8. Notarize documents as requested.
9. Provide testimony at probate hearings as needed.
10. Receive-closed estate files and scan documents into Onbase System and record documentation into the Register of Deeds System.
11. Record the original document then mail a copy of the Final Probate Order to interested parties, and update the existing individual trust file, upon completion close probate file.

JOB DESCRIPTION

Probate Clerk

Page 2

DUTIES AND RESPONSIBILITIES: (Cont.)

12. Assist with Title Examination by typing legal descriptions.
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 Nation Personnel Policies and Procedures, Departmental Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
15. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
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; occasionally stand, lift and/or move up to twenty-five (25) pounds.
2. Work is generally performed in an office setting with a moderate noise level.
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 Onbase program.
2. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
3. Ability to obtain Real Property Law training and Tribal Real Estate Certification within one (1) year.
4. Ability to obtain a Wisconsin Land Title Association Certificate within one (1) year.
5. Ability to attend specialized training required to meet BIA regulations and guidelines.
6. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
7. Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
8. Ability to work independently and meet strict time lines.
9. Ability to communicate efficiently and effectively both verbally and in writing.
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 Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
13. 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.
14. A valid, non-probationary driver's license or occupational driver's license is 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 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.

PREFERRED QUALIFICATIONS:

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

1. Three (3) years work experience in title search and real estate.
2. Title Examiner Certification issued by the Wisconsin Land Title Association.

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. High School Diploma, HSED Diploma or GED Certification; applicants age 50 and older are exempt from this requirement.
3. One (1) year of Administrative Experience.

ITEMS TO BE SUBMITTED:

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