

APPLY IN PERSON AT:

Human Resources Department
909 Packerland Drive
Green Bay, WI 54303

**ONEIDA**

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

OR MAIL TO:

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

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

APPLY ONLINE AT:

<http://oneida-nsn.gov>

JOB DESCRIPTION**FIRST POSTING OPEN TO ENROLLED ONEIDA MEMBERS ONLY**

POSITION TITLE: Recording Clerk
POSITION NUMBER: 02745
DEPARTMENT: OBC Support Office
LOCATION: N7210 Seminary Rd Oneida WI
DIVISION: Non-Divisional
RESPONSIBLE TO: Records Management Area Manager
SALARY: NE06 \$15.41/hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: May 19, 2017
CLOSING DATE: May 30, 2017
Transfer Deadline: May 30, 2017
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 provide administrative duties for any Board, Committee or Commission that is in need of assistance. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Provide administrative support to the various Boards, Committees, and Commissions (BCC) and Business Committee sub committees.
2. Answer incoming telephone calls, determine purpose of calls, and forward calls to appropriate personnel or department, ensuring professional telephone etiquette.
3. Update the website of minutes, reports and contact information. Assist in maintaining the master calendar for all various Boards, Committees, and Commissions and Business Committee sub committees' activities.
4. Arrange travel, prepare and submit travel-related documents, and maintain travel information as necessary for all commissioners.
5. Prepare correspondence, process open records requests, reports, minutes, agendas, memos, forms, directories, resolutions, and other documents and communications from drafts, recordings, or verbal instruction as requested by the various Boards, Committees, and Commissions.
6. Create and develop educational brochures, pamphlets, and materials.
7. Maintain an effective filing and retrieval system of, minutes, agendas memos, forms, contact information, logs, resolutions, recordings, supporting documents, by-laws, qualifications, and various BCC decisions.
8. Assist with setting up, monitoring, checking out process, and cleaning up after General Tribal Council Meetings.
9. Ensure scanning and archiving of minutes is properly maintained in Onbase.
10. Assist with proper notification procedures according to applicable policies.
11. Process open records request for information according to the Open Records/Meeting Law.
12. Assist with planning, and organizing department activities and services.
13. Be aware of and monitor policies that govern BCC.
14. Assist with planning, developing and implementing policies of the various BCC.
15. Become familiar with by-laws and functionality of all Boards, Committees, and Commissions.

JOB DESCRIPTION

Recording Clerk

Page 2

DUTIES AND RESPONSIBILITIES: (Cont.)

16. Work with Business Committee liaisons and attend regular staff meetings to ensure communication between Business Committee Support Staff Office regarding BCC's related activities.
17. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
18. 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. Work is generally performed in an office setting with a moderate noise level.
2. Must be able to move around in an office setting for meetings, customer walk-ins, operate office machines, etc.
3. A Tuberculosis (TB) Screening and/or TB Skin Test are required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of department organization, functions, objectives, policies and procedures.
2. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
3. Skill in preparing, reviewing, and analyzing operational and financial reports.
4. Ability to exercise independent judgment.
5. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
6. Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
7. Ability to work independently and meet strict time lines.
8. Ability to communicate efficiently and effectively both verbally and in writing.
9. Must work weekends and 2nd shift hours as needed to coincide with meetings conducted by the various Boards, Committees, and Commissions.
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 driver's license, reliable transportation, and insurance. Must obtain a Wisconsin 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 Drivers 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.

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, with one (1) year experience working in a fast paced environment.

ITEMS TO BE SUBMITTED:

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