

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
Phone: (920) 496-7900
Fax: (920) 496-7490
Job Line: 1-800-236-7050

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

POSITION TITLE: Mail Clerk
POSITION NUMBER: 00514
DEPARTMENT: Mail Center
LOCATION: 2701 West Mason St Green Bay WI
DIVISION: Internal Services
RESPONSIBLE TO: Office Manager
SALARY: NE3 \$11.58/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: March 8, 2018
CLOSING DATE: Until Filled
Transfer Deadline: March 15, 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

Ensure that mail services are provided effectively and efficiently to the Oneida Nation. Collect, sort and deliver all income and outgoing mail daily from the US Post Office to the Oneida Nation. Receive and ship all packages, processing of all bulk mailings, invariable data according to the US Postal regulations. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Sort and deliver all incoming and outgoing mail while maintaining and updating the database for postage.
2. Assist Oneida Printing with mail list processing cvx/xcel files through the Connect Right system including sorting and mailing variable data.
3. Operate various postal software including; Connect 1000 Meter Machine, Postal One, Address Right Pro, USPS Dashboard, UPS software and various equipment including Tabbing Machine, Address Right Pro Printer, and various machines and/or equipment.
4. Perform minor repairs and routine maintenance on equipment, notifies supervisor of any machine malfunctions.
5. Drive the mail van for routes, to Departments and the U.S. Post Office, and to maintenance garage for routine maintenance. Receive and deliver packages, while obtaining the best cost effective way.
6. Provide customers with information and assistance on U.S. Postal rules and regulations and various mailing policies and procedures. Collaborate with Printing to ensure mail pieces being printed meets U.S. Postal Standards.
7. Collaborate with team, supervisor and other tribal operations on route changes; problems and promote operational efficiencies.
8. Update monthly reports and validate usage by department.
9. Monitor funds for meter machine and U.S. Bulk funds, notifies supervisor when funds are getting low.
10. Maintain inventory of postal supplies.
11. Contribute to the team effort for operational performance, efficiencies and professional and positive environment.
12. Perform various duties for the Oneida Print Shop and mail center.
13. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
14. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
15. 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; reach with hands and arms; and talk, hear, and walk. Occasionally stand; and stoop, kneel, crouch, or crawl, lift and/or move up to fifty (50) pounds.

JOB DESCRIPTION

Mail Clerk

Page 2

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT(Cont.):

2. Work is generally performed in a mail office setting with a moderate to loud noise level and daily exposure to outdoor weather conditions, fumes, dust and chemical solutions.
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 department organization, functions, objectives, policies and procedures.
2. Skill in operating various word-processing, spreadsheets, database and postal software programs in a Windows environment.
3. Ability to exercise independent judgment.
4. Ability to multi-task, analyze and trouble shoot problems.
5. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
6. Ability to work independently and meet strict time lines.
7. Ability to communicate efficiently and effectively both verbally and in writing.
8. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
9. Must be willing and able to obtain additional education and training.
10. Must pass a pre-employment drug screening. Must adhere to the Oneida Nation Drug and Alcohol Free Workplace Policy during the course of employment.
11. 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 Gaming Division.
12. 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 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. Knowledge of postal supplies and equipment.
2. Knowledge of bulk mailing process, procedures and technology.
3. Ability to sort and distribute mail including variable data, bulk mailing and packages for shipment.
4. Ability to cross train in print shop operations to include assisting operations related to mailings.
5. Ability to understand variable data work flow from printing to mailing.

MINIMUM QUALIFICATIONS:

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

1. **Must be an enrolled Member of the Oneida Tribe of Indians of Wisconsin.**
2. 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.**