

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: Administrative Assistant
POSITION NUMBER: 02843
DEPARTMENT: Administration
LOCATION: N7332 Water Circle Place Oneida, WI
DIVISION: Community & Economic Development Division
RESPONSIBLE TO: Executive Assistant
SALARY: NE5 \$14.01/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 12, 2018
CLOSING DATE: June 19, 2018
Transfer Deadline: June 19, 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

Perform and/or oversees a variety of associated administrative, fiscal, personnel support, and planning activities, some of which require advanced or specialized knowledge and skills, such as budget administration and control, equipment, facilities, and inventory management, specialized record keeping and database management, and/or specified information-gathering projects and tasks. Coordinate and facilitate meetings, program functions, and/or special events, as appropriate. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Schedule, gather, edit, and submit articles for the Kalihwisaks from the Development division on a bi-weekly basis.
2. Schedule and take minutes for the Administration, Engineering, Business Development Unit, and Budget office for various meetings and projects as needed/requested.
3. Log in and date stamps all documents requesting the Community & Economic Division Directors Signatures.
4. Relieve front desk personnel for breaks, vacations as needed/requested.
5. Represent the Division as a member or back up on any designated group, as requested. (i.e. Capital Expenditures, Reference Manual, etc.)
6. Maintain with predetermined format, an up-to-date filing system for the Administrative offices, which will include but limited to, personnel files.
7. Enter and verify budgets on the AS400 system.
8. Assist the Community & Economic Development Division Director in the absence of the Executive Assistant as needed/requested.
9. Answer incoming telephone calls; determine purpose of calls, and forward calls to appropriate personnel or department, ensuring professional telephone etiquette.
10. Screen incoming calls and correspondence; exercise judgment and responds accordingly; receive, sort, log, and route mail.
11. Record and deliver messages or transfer calls to voice mail when appropriate.
12. Welcome visitors, determine nature of business, and announce visitors to appropriate personnel, maintaining professional and courteous demeanor.
13. Arrange travel, prepare and submit travel-related documents, and maintain travel information as necessary.
14. Prepare correspondence, reports, minutes, agendas, memos, forms, directories, resolutions, ordinances, and other documents and communications from drafts, recordings, or verbal instruction as requested.
15. Edit and review all correspondence and documents for correct grammar, punctuation, and spelling.
16. Maintain financial records; process accounts payable, purchasing and travel documents; prepare and issue receipts for payments.

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DUTIES AND RESPONSIBILITIES: (Cont.)

17. Create and develop effective presentations as requested.
18. Schedule of department events and activities; manage departmental or manager's calendar.
19. Monitor and track departmental budgets; prepare reports as requested.
20. Attend meetings and takes minutes as requested.
21. Conduct research to resolve operational questions or issues; make recommendations to enhance the efficiency of administrative operations.
22. Establish and maintain an effective filing and retrieval system.
23. Provide direction to other clerical personnel by answering questions, training on office procedures or reviewing work if needed.
24. Maintain and operate office machines, equipment, and computers. Perform or coordinate general maintenance and repair.
25. Photocopy, collate, distribute, and file documents.
26. Transmit outgoing faxes, and retrieve, log, and distribute incoming faxes.
27. Maintain inventory of office supplies.
28. Contribute to a team effort and accomplishes related results as required.
29. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
30. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
31. 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 and sit; 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 modern office practices, procedures, and equipment.
2. Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
3. Knowledge of records management and basic accounting procedures.
4. Knowledge of modern principles, practices and theories of public administration, personnel administration, and financial management.
5. Knowledge and understanding of the principles of supervision, organization and administration.
6. Knowledge of Oneida accounting principles and systems.
7. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
8. Ability to plan, organize and schedule priorities efficiently and effectively, meet strict deadlines and successfully cope with challenging situations and conditions.
9. Ability to keep accurate, up-to-date records and files.
10. Ability to inform and communicate verbally and in writing in diverse and challenging situations with the ability to process information effectively, identify and define problems and make objective decisions.
11. Ability to operate standard office equipment to include but not limited to personal computer, typewriter, copy and fax machine, calculator, shredder and multi phone line.
12. Ability to present a professional appearance and demeanor as a representative of the Oneida Tribe of Indians of Wisconsin in dealing with other professionals, co-workers, and the general public.
13. Ability to write clear and concise reports, memoranda, directives and letters.
14. Ability to develop comprehensive plans for general instruction; accomplish assigned administrative tasks with a minimum of supervision and with only general direction; establish and maintain satisfactory working relationships with tribal employees; express ideas effectively, orally and in writing; plan and supervise the work of others as required.
15. Ability to communicate effectively both verbally and in writing.
16. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
17. Ability to represent the organization in a professional manner, building respect and confidence.
18. Ability to handle multiple tasks and meet deadlines.
19. Ability to carry out instructions furnished in verbal or written format.
20. Ability to work independently with minimal supervision.

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STANDARD QUALIFICATIONS: (Cont.)

21. Ability to demonstrate excellence in everything, and continually seek improvement in results.
22. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
23. Must be willing and able to obtain additional education and training.
24. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
25. 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.
26. 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. Associates Degree.
2. Two (2) years of administrative experience.

MINIMUM QUALIFICATIONS:

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

1. A High School Diploma, HSED or GED; one (1) year of administrative experience.

ITEMS TO BE SUBMITTED:

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