

APPLY IN PERSON AT:
Human Resource Department
909 Packerland Dr
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 FOR ENROLLED ONEIDA TRIBAL MEMBERS ONLY

POSITION TITLE: Permit Processor
POSITION NUMBER: 02849
DEPARTMENT: Zoning Administration
LOCATION: N7332 Water Circle Pl Oneida, WI
DIVISION: Community & Economic Development Division
RESPONSIBLE TO: Zoning Administrator
SALARY: NE04 \$12.73/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 16, 2019
CLOSING DATE: May 23, 2019
Transfer Deadline: May 23, 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

Perform and/or oversee a variety of associated administrative, fiscal, personnel support, and planning activities, some of which require advanced or specialized knowledge and skills, such as equipment, facilities, and inventory management, specialized record keeping and database management, and/or specified information-gathering projects and tasks. Coordinate meetings, program functions, and/or special events, as appropriate. Position will provide administrative support to other areas within the Community & Economic Development Division as needed. 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.
2. Screen incoming calls and correspondence; exercise judgment and respond accordingly; receive sort, log, and route mail.
3. Record and deliver messages or transfer calls to voice mail when appropriate.
4. Welcome visitors determine nature of business, and announce visitors to appropriate personnel, maintaining professional and courteous demeanor.
5. Arrange travel, prepare and submit travel-related documents, and maintain travel information as necessary.
6. Monitor and update the Permit Process Online Notification Program. Process the clients permit applications with continued communication with clients and inter-departments to the time of permit issuance.
7. Prepare correspondence, reports, minutes, agendas, memos, forms, directories, resolutions, ordinances, and other documents and communications from drafts, recordings, or verbal instruction as requested.
8. Edit and review all correspondence and documents for correct grammar, punctuation, and spelling.
9. Maintain financial records; process accounts payable, purchasing and travel documents; prepare and issue receipts for payments.
10. Prepare reports as requested.
11. Attend meetings and take minutes as requested.
12. Conduct research to resolve operational questions or issues; make recommendations to enhance the efficiency of administrative operations.
13. Establish and maintain an effective filing and retrieval system.
14. Maintain and operate office machines, equipment, and computers. Perform or coordinate general maintenance and repair.
15. Photocopies, collates, distributes, and files documents.

JOB DESCRIPTION

Permit Processor

Page 2

DUTIES AND RESPONSIBILITIES: (Cont.)

16. Transmit outgoing faxes, and retrieve, log, and distribute incoming faxes.
17. Maintain inventory of office supplies.
18. Contributes to a team effort and accomplishes related results.
19. Adhere to all Oneida Nation Personnel Policies and Procedures, Departmental Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
20. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
21. 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. Occasionally stand and lift and/or move up to twenty-five (25) pounds.
2. 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 business English, proper spelling, grammar, punctuation, and basic arithmetic.
2. Knowledge of records management and basic accounting procedures including budgeting.
3. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
4. Ability to communicate effectively both verbally and in writing.
5. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
6. Ability to represent the organization in a professional manner, building respect and confidence.
7. Ability to write clear and concise reports, memoranda, directives and letters.
8. Ability to handle multiple tasks and meet deadlines.
9. Ability to carry out instructions furnished in verbal or written format.
10. Ability to work independently with minimal supervision.
11. Ability to demonstrate excellence in everything, and 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's 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. One (1) year of previous supervisory experience.

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. An Associate Degree in Administrative Assistant, Secretarial Science or closely related field from an accredited college or university; two (2) years of successful administrative office experience; an equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

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