

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

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



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

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

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

FIRST POSTING OPEN TO ONEIDA ENROLLED TRIBAL MEMBERS ONLY

POSITION TITLE: Receptionist
POSITION NUMBER: 88105
DEPARTMENT: Employee Services Administration
LOCATION: 1940 West Mason St., Green Bay WI 54303
DIVISION: Gaming
RESPONSIBLE TO: Office Manager
SALARY: NE03 \$11.58/Hr (NEGOTIABLE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: July 15, 2019
CLOSING DATE: July 22, 2019
Transfer Deadline: July 22, 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

Under direct supervision of the Office Manager, performs a variety of office support and secretarial duties while maintaining confidentiality of all privileged information. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Provide excellent customer service to all internal and external customers of the Employee Services operations at all times.
2. Welcome visitors, determine nature of business, and announce visitors to appropriate personnel, maintaining professional and courteous demeanor.
3. Answer/screen incoming calls and correspondence; exercise judgment and forward to appropriate personnel ensuring professional etiquette.
4. Edit and review all correspondence and documents for correct grammar, punctuation, and spelling.
5. Schedule conference room and post daily room reservations and designated marquees in a timely manner; assist with scheduling of events and activities.
6. Assess and analyze all work performance activities for the purpose of continually improving work area. Ensure systems are in place which guarantees work activities are completed and guarantee positive results. Recommend improvements through participation in staff meetings or with immediate supervisor.
7. Monitor sign in sheet to ensure all visitors have signed in and/or out.
8. Maintain bulletin board by ensuring all notices are current and update as needed/required.
9. Maintain the security/safety of the building by unlocking/locking the entrance door for start and end of day, notify appropriate staff of severe weather in a timely manner, having knowledge of emergency designated safe areas for building, delivering the sign-in/sign out logs to appropriate personnel, monitoring security cameras and notifying appropriate personnel of suspicious activity.
10. Establish and maintain an effective filing and retrieval system.
11. Maintain and operate office equipment. Perform or coordinate general maintenance and repair.
12. Maintain inventory of office supplies including employee forms.
13. Contribute to a team effort and accomplishes related results as required.
14. Adhere to all Tribal Personnel Policies and Procedures and Department Standard Operating Procedures and Gaming Division Strategic Plans and Policies.

JOB DESCRIPTION
RECEPTIONIST
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DUTIES AND RESPONSIBILITIES: (Cont.)

15. Maintain strict departmental 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 sit, walk, reach with hands and arms, talk, and hear.
2. Occasionally stand, kneel, lift and/or move up to twenty (25) pounds.
3. Work is generally performed in an office setting with a moderate noise level. Work is occasionally performed in a casino setting with a higher noise level and where cigarette smoke is prevalent.
4. Work environment is **NOT** smoke, noise, or dust free.
5. 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.
3. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
4. Ability to communicate effectively in the English language 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 handle multiple tasks and meet deadlines.
8. Ability to carry out instructions furnished in verbal or written format.
9. Ability to work independently with minimal supervision.
10. Ability to demonstrate excellence and continually seek improvement in results.
11. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
12. Must be willing and able to obtain additional education and training.
13. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol-Free Workplace Policy (DAFWP) during the course of employment.
14. Must pass a background security check with the Oneida Tribe 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 Tribe's Gaming Division.
15. 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 administrative or secretarial experience is preferred.

MINIMUM QUALIFICATIONS:

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

1. Must be eighteen (18) years of age or older.
2. High School Diploma, HSED Diploma, or GED Certification is required within one (1) year of employment. **(Must be enrolled in a GED Program prior to the end of probationary period and provide documentation to the HRD Office for employee personnel file.)** 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.**