

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



**OR MAIL TO:**  
Human Resources 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.

**POSITION TITLE:** Human Resources (HR) Assistant  
**POSITION NUMBER:** 02512  
**DEPARTMENT:** Employee Insurance  
**LOCATION:** 909 Packerland Drive Green Bay WI  
**DIVISION:** Non-Divisional  
**RESPONSIBLE TO:** Compensation and Benefits Director  
**SALARY:** NE6 \$15.41/Hr (NEGOTIABLE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** October 15, 2019  
**CLOSING DATE:** October 25, 2019  
**Transfer Deadline:** October 22, 2019  
**Proposed Start Date:** As Soon As Possible

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#### **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.

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#### **POSITION SUMMARY**

Perform a variety of administrative and staff support duties for the Human Resources Department (HRD), which require a range of skills and knowledge of organizational policies and procedures. Incumbent will be assigned to a specific area (Employee Insurance) where the majority of the duties will be performed. However, the incumbent will be asked to assist in all areas of HRD and may be reassigned based upon the needs of HRD. Continuation of this position is contingent upon funding allocations.

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#### **DUTIES AND RESPONSIBILITIES:**

1. Perform a variety of administrative duties to include but not limited to; scanning documents, making copies, updating databases, verifying information, and preparing correspondences.
2. Support HR staff in completing duties as requested.
3. Present and participate in new staff benefit orientation sessions.
4. Create and revise presentations for professional staff as requested.
5. Edit and review all correspondence and documents for correct grammar, punctuation, and spelling.
6. Conduct research to resolve HR questions or issues as requested.
7. Maintain an electronic filing and retrieval system.
8. Operate office machines, equipment, and computers.
9. Contribute to a team effort and accomplish related results as required.
10. Assist other areas of Human Resources as needed.
11. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
12. 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.

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#### **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 is required within thirty (30) days of employment and annually thereafter as required.

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#### **STANDARD QUALIFICATIONS:**

1. Knowledge of business English, proper spelling, grammar, punctuation, and basic math.

**STANDARD QUALIFICATIONS (Cont.)**

2. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
3. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
4. Ability to communicate effectively in the English language both verbally and in writing.
5. Ability to represent the organization in a professional manner, building respect and confidence.
6. Ability to handle multiple tasks and meet deadlines.
7. Ability to carry out instructions furnished in verbal or written format.
8. Ability to work independently with minimal supervision.
9. Ability to continually seek improvement in results.
10. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
11. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position. **(Training will be administered by the Human Resource Department).**
12. Must be willing and able to obtain additional education and training.
13. Must pass a pre-employment drug screening. Must adhere to the Oneida Nation's Drug and Alcohol-Free Workplace Policy during employment.
14. 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.
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. Knowledge of tribal and federal laws pertaining to employee benefits, COBRA, and IRS Section 125.
2. Previous experience with electronic filing databases.

**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, HSED Diploma or GED Certification; applicants age fifty (50) and older are exempt from this requirement.
3. Two (2) years of Human Resources, office, or similar environment; 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.**