

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



ONEIDA

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

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>

POSITION TITLE: Human Resources (HR) Assistant
POSITION NUMBER: 02220
DEPARTMENT: Human Resources
LOCATION: 909 Packerland Drive Green Bay WI
DIVISION: Non-Divisional
RESPONSIBLE TO: Employment & Recruitment Director
SALARY: NE06 \$15.41/Hr. (NEGOTIABLE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: December 9, 2019
CLOSING DATE: December 16, 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

Performs a variety of administrative and staff support duties for the Hiring & Recruitment Departments which requires a range of skills and knowledge of organizational policies and procedures regarding hiring and compensation. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Provide excellent customer service and demonstrate concern for all internal and external customers at all times in all activities.
2. Perform a variety of administrative duties to include but not limited to; making copies, scheduling appointments, scanning documents, updating databases, testing, verifying information, and postings.
3. Provide Administrative support for Hiring/Recruitment staff as needed.
4. Collect and log applications and deliver to appropriate HR Generalist.
5. Complete and enter background requests on applicants and employees as needed.
6. Monitor HRD Driver's mailbox. Update and enter all Driver's and Professional licensing as needed.
7. Complete pre-employments drug screens and hiring paperwork as needed.
8. Prepare, scan, maintain and retrieve various department documents /records in OnBase Software system.
9. Works cooperatively with others to embrace change and implement new ideas. Establish processes to plan and manage the orderly implementation of change.
10. Ensure important information gets to those that need to have it in a timely manner. Focuses on regular, consistent communication with supervisor, coworkers and others.
11. Set up processes to ensure high quality of work will be achieved through careful preparation, meetings, presentations, completeness of execution, carefully monitoring work and following up with others to ensure work is on track.
12. Take the initiative to identify what needs to be done and take action before being asked or required to.
13. Achieves job/project expectations and communicate any problems that affect their ability to accomplish the goals. Seek feedback about the job/project to ensure adequate progress on performance.
14. Contribute to a team effort and accomplish related results as required.
15. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.

JOB DESCRIPTION

HR Assistant

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DUTIES AND RESPONSIBILITIES:

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 walk and sit.
2. Occasionally stand, stoop, kneel, crouch, crawl, and lift/move up to twenty-five (25) pounds.
3. Work is generally performed in an office setting with a moderate noise level.
4. Evening and/or weekend work may be required as needed.
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 math.
2. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
3. Ability to communicate effectively in the English language both verbally and in writing.
4. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
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. Ability to gather detailed and accurate information. Must be detail orientated.
11. Ability to develop and maintain up-to-date records/files and tracking mechanisms and provide useful reports.
12. Ability to set up processes to ensure high quality of work will be achieved through careful preparation, meetings, presentations, completeness of execution, carefully monitoring work and following up with others to ensure work is on track.
13. Ability to plan, organize, and schedule priorities efficiently and effectively, meet strict deadlines and successfully cope with stressful situations.
14. Ability to contribute to a positive team environment and take the initiative to reinforce team work and utilize tact and diplomacy when communicating with team.
15. Ability to work with others and support diversity in the workforce. Recognize that people have different experiences, personalities, backgrounds, styles, cultures that may influence them in decision making or problem solving.
16. Sets challenging but achievable goals/milestones, communicates goals/milestones, and regularly checks progress against goals/milestones. Demonstrates a sense of urgency about achieving goals/milestones.
17. Understand and appreciate the merits or perspectives of other ways. Welcome constructive criticism or change as an opportunity. Demonstrate a willingness to modify a strongly held position in the face of new evidence.
18. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
19. Must be willing and able to obtain additional education and training.
20. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.
21. 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.
22. 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.

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HR Assistant

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PREFERRED QUALIFICATIONS:

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

1. Previous administrative experience in a Human Resources office, or similar environment.

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

ITEMS TO BE SUBMITTED:

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