

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>

OPEN TO ALL EMPLOYEES

POSITION TITLE: Legal Administrator (32 hours)
POSITION NUMBER: 03011
DEPARTMENT: Legal Resource Center
LOCATION: 3759 W Mason St, Oneida, WI
DIVISION: Non-Divisional
RESPONSIBLE TO: General Tribal Council
SALARY: E05 \$45,961/Annual (NEGOTIABLE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: August 19, 2020
CLOSING DATE: August 26, 2020
Transfer Deadline: August 26, 2020
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

Accomplish the General Tribal Council's Legal Resource Center's objectives by managing, planning, organizing, and supervision of all functions required to maintain departmental activities and services. Provide statistical analyses of operations and management. Development of amendments and regulations as it pertains to the GTC Legal Resource Center legislation. Act as the liaison to the General Tribal Council, Oneida Business Committee, local, state, and federal entities. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Manage the Legal Resource Center: This will include the following:
 - a. Develop, maintain and; disseminate information through case management software; including client appointments, mediation, peacemaking hearing, training and time off.
 - b. Conduct annual program evaluations and assessments of department components and staff according to established policies, procedures, laws, and regulations.
 - c. Develop, administer, trend, and reconciliation of the tri-annual budget in compliance with the Chapter 121 Budget Management and Control law and GAAP. This will include the development of a three-year operational plan for the department.
 - d. Provide leadership in the development, communication, implementation, monitoring, and compliance of operational and strategic plans.
 - e. Organize, resolve, implement, and report department development, management, and operational projects through project management best practices.
 - f. Compile data, prepare analysis, and prepare technical reports in relation to existing and proposed legislation, regulation and policy. Work collaboratively following the Nation's legislative administrative process with the LRO, LOC, Law Office, CFO/Finance, OBC, and GTC.
 - g. Develop and maintain department standard operating procedures.
2. Act as liaison for the GTC and Legal Resource Center and attend applicable meetings. Provide interpretation and implementation of directives from the GTC.
3. Maintain client contact and case management database; provide statistical analyses for strategic development of tri-annual budget and operational plans.
 - a. Deliver and model excellent customer service for all internal and external customers of the GTC Legal Resource Center operations at all times and in all service activity.
 - b. Perform triage for clients seeking services to appropriate staff in a confidential and professional manner.

JOB DESCRIPTION
Legal Administrator
Page 2

DUTIES AND RESPONSIBILITIES: (Cont.)

4. Supervise, assign duties to, and coordinate the activities of staff to include evaluations, scheduling, corrective actions, training, orientation, and employee motivation. This will include:
 - a. Host regular staff meetings to ensure communication between office personnel.
 - b. Improve staff effectiveness by counseling, training and recommending or implementing corrective actions for employees; planning, delegating, monitoring, and appraising job tasks and results in a timely manner.
 - c. Implement and participate in staff development and training programs.
 - d. Direct and advise staff, where applicable, on prioritizing all matters affecting the department including legal, operational, financial, and the application of tribal laws, regulations, and policies where applicable.
 - e. Schedule, facilitate and ensure productive results from staff meetings.
 - f. Provide leadership to department staff to coach and provide training on topics need for professional development.
5. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
6. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
7. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
8. 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. Work is generally performed in an office setting with a moderate noise level.
2. Ability to work extended hours and various work schedules.
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 corporate and/or governmental management.
2. Knowledge of the principles and practices of legal administration and research
3. Knowledge of federal, state, local and tribal law and regulations.
4. Knowledge of Oneida's Personnel Policies and Procedures.
5. Knowledge of standards, policies, practices, and procedures of GAAP (General Accepted Accounting Principles).
6. Knowledge in legal research methods, lawmaking, and rulemaking system.
7. Skill in contract preparation and analysis.
8. Skill in problem solving, human relations, and time management.
9. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
10. Ability to manage staff of professionals.
11. Skill in preparing, review, and analyzing operational and financial reports.
12. Ability to exercise initiative and independent judgement.
13. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
14. Ability to demonstrate a high level of sensitivity to community issues and concerns.
15. Ability to communicate efficiently and effectively both verbally and in writing.
16. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
17. Must be willing and able to obtain additional education and training.
18. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.
19. 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.
20. 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.

JOB DESCRIPTION
Legal Administrator
Page 3

PREFERRED QUALIFICATIONS:

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

1. One (1) year facilitation and mediation experience.
2. Law Office Administration Certificate.
3. Previous experience in a court/legal setting.

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. Bachelor's Degree in Business Management, Business Administration, Paralegal or closely related field; two (2) year's work experience as an Administrator in a legal setting; and/or equivalent combination of education and experience may be considered.
3. One (1) year supervisory experience.

ITEMS TO BE SUBMITTED:

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