

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

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

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

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

FIRST POSTING OPEN TO ONEIDA ENROLLED TRIBAL MEMBERS ONLY

POSITION TITLE: Recording Clerk
POSITION NUMBER: 02745
DEPARTMENT: Business Committee Support Staff Office
LOCATION: N7210 Seminary Rd Oneida WI
DIVISION: Non-Divisional
RESPONSIBLE TO: Boards Committees Commissions Supervisor
SALARY: NE06 \$15.41/hr. (NEGOTIABLE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: May 3, 2021
CLOSING DATE: May 10, 2021
Transfer Deadline: May 10, 2021
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

This position will provide executive level administrative duties for any Board, Committee or Commission that needs assistance. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Provide administrative support to the Boards, Committees, and Commissions to include preparation of minutes, agendas, forms, directories, and resolutions as needed.
2. Answer incoming telephone calls, determine purpose of calls, and forward calls to appropriate personnel or departments, as needed by the Business Committee Support Office or Boards, Committees, and Commissions.
3. Update the website with Boards, Committees and Commissions minutes, reports, and contact information. Assist in maintaining the master calendar for all various Boards, Committees, and Commissions and Standing Committee activities.
4. Process stipend payments for Board, Committee and Commission members in accordance with any laws, resolutions, by-laws, and standard operating procedures.
5. Arrange travel, prepare, and submit travel-related documents, and maintain travel information as necessary for all Board, Committee, and Commission members.
6. Create and develop educational brochures, pamphlets, and materials for the Business Committee Support Office.
7. Ensure minutes, agendas, memos, forms, contact information, logs, resolutions, recordings, supporting documents, by-laws, and other documents for Boards, Committees and Commissions are maintained in OnBase or other records management systems.
8. Process open records request for information according to the Open Records and Open Meetings law.
9. Assist with the planning, development, monitoring and implementation of laws, by-laws, policies, and resolutions for Boards, Committees, and Commissions.
10. Ensure communication occurs between the Boards, Committees and Commissions and their designated Business Committee Liaisons.
11. Assist with Business Committee meetings to ensure room is setup prior to and restored after meeting; ensure video and other equipment is available and in working order.
12. Assist with General Tribal Council meetings to ensure room is setup prior to meeting, monitor and provide information during meeting, retrieve equipment, and supplies after meeting and assist with gift card checkout.
13. Cross-train and provide backup to other positions in the Business Committee Support Office.

JOB DESCRIPTION

Recording Clerk

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DUTIES AND RESPONSIBILITIES: (Cont.)

14. Assist with planning and organizing department activities and services.
15. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
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. 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 are required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
2. Knowledge of department organization, functions, objectives, policies, and procedures.
3. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
4. Skill in preparing, reviewing, and analyzing operational and financial reports.
5. Ability to work exercise independent judgment and meet strict timelines.
6. Ability to establish, interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
7. Ability to communicate efficiently and effectively both verbally and in writing.
8. Must work weekends and 2nd shift hours as needed to coincide with meetings conducted by the various Boards, Committees, and Commissions.
9. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
10. Must be willing and able to obtain additional education and training.
11. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
12. 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.
13. A valid driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin 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 and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Law 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.

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.
3. One (1) year working in a fast-past environment.

ITEMS TO BE SUBMITTED:

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