

**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.

**FIRST POSTING OPEN TO ONEIDA ENROLLED TRIBAL MEMBERS ONLY**

**POSITION TITLE:** Receiving Clerk  
**POSITION NUMBER:** 02053  
**DEPARTMENT:** Administration  
**LOCATION:** 525 Airport Road, Oneida, WI  
**DIVISION:** Comprehensive Health  
**RESPONSIBLE TO:** Executive Assistant  
**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 14, 2021  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** July 28, 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**

Maintains the goods that are delivered to the Health Center and manages the storage rooms. Initiates action to replenish stock. Reconciles discrepancies in inventories and notifies supervisor of irregularities. Continuation of this position is contingent upon funding allocations.

**DUTIES AND RESPONSIBILITIES:**

1. Maintain records of current inventory levels as required; tracks orders and investigates problems.
2. Manages the storage rooms by keeping them organized, maintaining an inventory and/or keeping the department items separated.
3. Record purchases, maintain database, perform physical count of inventory, and reconcile actual stock counts.
4. Receive, unpack, tag, deliver goods and re-stock items as necessary.
5. Order supplies as needed by following the Oneida Nations purchasing process.
6. Process invoices as needed for payment.
7. Prepare and process inventory/fixed asset transfers and/or disposals.
8. Process returns as required following established procedures.
9. Perform routine administrative duties, including but not limited to:
  - a. data entry, answering telephones, and assisting customers.
  - b. Maintain and operate office machines, equipment, and computers.
  - c. Photocopy, collate, distribute, and file documents.
  - d. Prepare, edit, and review correspondence, reports, minutes, agendas, memos, forms, directories as requested to ensuring correct grammar, punctuation and spelling.
10. Manages the Oneida Community Health Center door card access.
11. Monitors the Receiving mailbox. Process request as needed.
12. Provide excellent customer service and demonstrate concern for all internal and external customers at all times.
13. Back-up to switchboard staff by answering incoming telephone calls and forwards to appropriate personnel or department, ensuring professional telephone etiquette. Screen correspondence; exercises judgement and responds accordingly; receives, sorts, logs and routes mail.
14. Contribute to a team effort and accomplishes related results as required.

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### Receiving Clerk

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#### DUTIES AND RESPONSIBILITIES(Cont.):

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. Frequently stand; reach with hands and arms; talk and hear, walk in tight aisles; move over seventy (70) pounds.
2. Occasionally sit; stoop, kneel, crouch, crawl; lift and/or move up to seventy (70) pounds.
3. Work environment is generally performed in a medical office and warehouse setting with moderate noise level.
4. Evening and/or weekend work extended hours and irregular shifts may be required.
5. A Tuberculosis (TB) Screening and/or a 2 step TB Skin Test is required within thirty (30) days of employment.

#### STANDARD QUALIFICATIONS:

1. Knowledge of modern office practices, procedures, and equipment.
2. Knowledge of supplies, equipment, and/or services ordering and inventory control.
3. Knowledge of records management.
4. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment. Willingness to learn new software.
5. Ability to prepare routine administrative paperwork.
6. Ability to reconcile stock counts to report data.
7. Ability to receive, stock, and/or deliver goods.
8. Ability to analyze and solve problems.
9. Ability to communicate effectively both verbally and in writing.
10. Ability to handle multiple tasks and meet deadlines.
11. Willingness to obtain and maintain Forklift Certification.
12. Ability to operate manual Forklift.
13. Ability to work independently with minimal supervision.
14. Ability to demonstrate excellence in everything, and continually seek improvement in results.
15. Ability to identify improvements, recommend changes with approval.
16. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
17. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
18. Must complete Health Insurance Portability and Accountability Act (HIPAA) training within thirty (30) days of employment and annually thereafter.
19. Employees are required to have proof of immunity or dates of two (2) doses of MMR and proof of immunity or dates of two (2) doses of Varicella prior to starting in any position within the Oneida Comprehensive Health Division. Any refusal of vaccination(s) or failure to provide proof of immunity may disqualify the applicant.
20. Must be willing and able to obtain additional education and training.
21. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.
22. 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.
23. A valid driver's license or occupational driver's license is 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.**

1. Ability to operate a rider Forklift.
2. Knowledge of AS400.

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### **MINIMUM QUALIFICATIONS:**

- 1. Must be an enrolled member of the Oneida Nation.**
2. High School Diploma, HSED or GED Certification; applicants age fifty (50) are exempt from this requirement.
3. One (1) year purchasing, data entry or inventory experience; an equivalent combination of education and experience may be considered.

### **ITEMS TO BE SUBMITTED:**

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