

ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:

Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:

Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

APPLY ONLINE AT:

<http://oneida-nsn.gov>

SECOND POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: Administrative Assistant III
POSITION NUMBER: 00930
DEPARTMENT: Slots
LOCATION: 2100 Airport Dr Green Bay WI
DIVISION: Gaming
RESPONSIBLE TO: Slot Director
SALARY: NE08 \$12.13/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: January 17, 2012
CLOSING DATE: February 17, 2012
TRANSFER DATE: January 24, 2012
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin 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

Perform and/or oversee a variety of associated administrative, fiscal, personnel support, and planning activities, some of which require advanced or specialized knowledge and skills, such as budget administration and control, equipment, facilities, and inventory management, specialized recordkeeping and database management, and/or specified information-gathering projects and tasks. Coordinate and facilitate meetings, program functions, and/or special events, as appropriate. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Provide excellent customer service for all internal and external customers of Slot Department operations at all times and in all activities. Establish and maintain effective working relationships with all internal and external customers of Oneida Casino. Provide solutions for customer concerns and continually focus on customer service as our top priority.
2. Develop, maintain, and facilitate effective relationships, communication processes and activities with all Gaming Services personnel and all other internal and external customers. Ensure established procedures, and processes are utilized at all times, to ensure maximum understanding and coordination are in place. Attend department meetings to ensure effective communications take place.
3. Inform supervisor of recommendations/ideas for improving all areas of this position to include ideas on improving customer service systems or any other observations throughout the department.
4. Ensure compliance with all regulatory requirements in all areas at all times. Adhere to established quality, service delivery, customer service, and customer demand expectations. Adhere to all audit, and legal regulations/laws and practices.
5. Answer incoming telephone calls; determine purpose of calls, and forward calls to appropriate personnel or department, ensuring professional telephone etiquette.
6. Screen incoming calls and correspondence; exercise judgment and respond accordingly; receive, sort, log, and route mail.
7. Record and deliver messages or transfer calls to voice mail when appropriate.

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DUTIES AND RESPONSIBILITIES: (Cont.)

8. Welcome visitors, determine nature of business, and announce visitors to appropriate personnel, maintaining professional and courteous demeanor.
9. Arrange travel, prepare and submit travel-related documents, and maintain travel information as necessary.
10. Prepare correspondence, reports, minutes, agendas, memos, forms, directories, resolutions, ordinances, and other documents and communications from drafts, recordings, or verbal instruction as requested.
11. Edit and review all correspondence and documents for correct grammar, punctuation, and spelling.
12. Process all accounts payable appropriation requests, purchase orders, time sheets, travel, per diem, mileage etc.; ensure proper signatures are obtained and routed to the appropriate departments.
13. Review financial statements of all contracts provided by Accounting to ensure all are processed in the appropriate distribution of expenses and purchasing as it applies to the Slot Department.
14. Schedule department events and activities; manage departmental and manager's calendars.
15. Ensure compliance with all gaming regulations within scope of responsibilities.
16. Monitor and track departmental budgets; prepare reports as requested.
17. Attend meetings and take minutes as requested.
18. Conduct research to resolve operational questions or issues; make recommendations to enhance the efficiency of administrative operations.
19. Establish and maintain an effective filing and retrieval system.
20. Provide direction to other clerical personnel by answering questions, training on office procedures or reviewing work if needed.
21. Maintain and operate office machines, equipment, and computers. Perform or coordinate general maintenance and repair.
22. Photocopy, collate, distribute, and file documents.
23. Transmit outgoing faxes, and retrieve, log, and distribute incoming faxes.
24. Maintain inventory of office supplies.
25. Contribute to a team effort and accomplishes related results as required.
26. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
27. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
28. 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 sit, walk; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear.
2. Occasionally to stand; and stoop, kneel, crouch, crawl, and lift and/or move up to twenty-five (25) pounds.
3. Work is generally performed in an office setting with a moderate noise level
4. Work environment is **NOT** smoke, noise, or dust-free.
5. Must complete a Self Disclosing Physical Questionnaire prior to employment.
6. 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 business English, proper spelling, grammar, punctuation, and basic arithmetic.
2. Knowledge of records management and basic accounting procedures including budgeting.
3. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
4. Ability to communicate effectively in the English language both verbally and in writing.
5. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
6. Ability to represent the organization in a professional manner, building respect and confidence.
7. Ability to write clear and concise reports, memoranda, directives and letters.
8. Ability to handle multiple tasks and meet deadlines.
9. Ability to carry out instructions furnished in verbal or written format.
10. Ability to work independently with minimal supervision.
11. Ability to continually seek improvement in results.
12. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
13. Must be willing and able to obtain additional education and training.
14. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.

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STANDARD QUALIFICATIONS: (Cont.)

15. 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 Tribe's Gaming Division.
16. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin 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 Tribe's Vehicle Drivers 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.

MINIMUM QUALIFICATIONS:

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

1. Must be eighteen (18) years of age or older.
2. Associate's Degree plus two (2) years of administrative or secretarial experience; and/or equivalent combination of education and experience.
3. Must be able to type fifty (50) wpm. **(Must pass a typing test which will be administered by Human Resource Department.)**
4. Good math and spelling skills. **(Must pass a math and spelling test which will be administered by the Human Resources Department.)**

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of Diploma, License, Degree or Certification upon employment.**