

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>

POSITION TITLE: Appeals Commission Administrator
POSITION NUMBER: 09026
DEPARTMENT: Appeals Commission Administration
LOCATION: 3759 W Mason Green Bay WI
DIVISION: Non-Divisional
RESPONSIBLE TO: Chief Judicial Officer
SALARY: E03 \$43,028/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: January 17, 2012
CLOSING DATE: Until Filled
Transfer Deadline: 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

Under general direction of the Chief Judicial Officer, oversee the daily administrative activities of the Oneida Appeals Commission/Tribal Judicial System. Ensure that the operation of the Appeals Commission/Judicial System runs effectively and efficiently. Cultivate partnerships with other tribal agencies and programs to address the myriad of issues the Appeals Commission/Judicial System handles. Provide information to the public regarding the Appeals Commission/Judicial System's operations and activities, available resources and other types of public information that are relevant to members of the Oneida Nation. Continuation of this position is contingent upon funding allocations.
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DUTIES AND RESPONSIBILITIES:

1. Conduct planning and schedule meetings, prepare agenda items and maintain records of all business meetings. Schedule and coordinate conferences, seminars and continuing legal education training for staff.
2. Coordinate training schedules and maintain training information for staff.
3. Collect data for publication in Oneida General Tribal Council reports. Develop and administer process for reporting cases to external research venues, such as Westlaw and Versus Law, the Kahliwisaks, the Oneida Intranet and the Oneida Reporter.
4. Identify problem areas and recommend changes in codes, regulations, procedures, administration, forms and policies to improve the judicial process.
5. Oversee financial management activities to include budget preparation, fiscal report preparation, establishing a uniform system of accounts and voucher, maintain fiscal records, developing and monitoring financial control procedures and maintain liaison with Oneida Tribal Accounting Department. Maintain fiscal integrity of the accounting systems. Monitor line items of the budget to insure compliance, prepare modifications when necessary.
6. Supervise, assign duties to, and coordinate the activities of administrative staff to include evaluations, scheduling, disciplinary actions, hiring, training, orientation, and employee motivation.

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DUTIES AND RESPONSIBILITIES: (Cont.)

7. Oversee the records and management information systems including the analysis, evaluation and implementation of appropriate manual or automated systems to assist the Oneida Appeals Commission/Tribal Judicial System; collect statistical information needed to manage operations and prepare required or requested reports.
8. Develop a two year operational plan for the department. Plan physical space needs and requirements- attuned to the changing needs of the Judiciary. Establish standards and procedures for purchasing and managing equipment, supplies and services.
9. Assist the Chief Judicial Officer regarding the coordination of the Capital Improvement Process of the Oneida Tribal Judicial System, future development of the judicial branch and grant writing for funding of the Oneida Tribal Judicial System.
10. Act as a liaison to other governmental agencies as directed by the Oneida Appeals Commission/Tribal Judicial System.
11. Act as purchasing agent, liaison between vendors and Chief Judicial Officer. Handle details related to ordering supplies, dealing with vendors, receive, write and/or edit specifications to conform to Tribal policies. Prepare invitations to bid.
12. Schedule, facilitate and ensure productive results from staff meetings and problem solving meetings.
13. Develop and maintain Oneida Appeals Commission/Tribal Judicial System standard operating procedures as directed by the Chief Judicial Officer.
14. Improve staff effectiveness by counseling, training and initiating disciplinary action for administrative employees; planning, delegating, monitoring, and appraising job tasks and results in a timely manner.
15. 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.
16. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
17. Maintain strict security, confidentiality, and quality to meet professional standards of the Judiciary.
18. Above duties and responsibilities are not all inclusive 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, sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear.
2. Occasionally stand, 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. Evening and/or weekend work may be required.
4. Must complete a Self Disclosing Physical Questionnaire prior to employment.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter.

STANDARD QUALIFICATIONS:

1. Knowledge of applicable federal, state, county and local laws, tribal codes, ordinances, regulations, and requirements.
2. Knowledge of department organization, functions, objectives, policies and procedures.
3. Knowledge of the principles and practices of legal administration.
4. Knowledge of accounting principles and General Accepted Accounting Principles (GAAP).
5. Knowledge of budget preparation and grant/proposal writing.
6. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
7. Skill in preparing, reviewing, and analyzing operational and financial reports.
8. Skill in administering judicial administrative activities to include docket calendars, budget analysis, policy planning, personnel management, legal research, case record systems, statistics, data processing, communications and public relations.
9. Ability to obtain certification in Tribal Court Administration within six (6) months of employment.
10. Ability to complete Administrative Procedures Act training within ninety (90) days of employment.
11. Ability to exercise independent judgment.
12. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
13. Ability to demonstrate empathy, courtesy, respect, objectivity, and maturity while maintaining a professional appearance and demeanor.

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STANDARD QUALIFICATIONS: (Cont.)

14. Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
15. Ability to work independently and meet strict time lines.
16. Ability to communicate efficiently and effectively both verbally and in writing.
17. Ability to be certified by the National Association of Tribal Court Personnel.
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 Tribe=s Drug and Alcohol Free Workplace Policy during the course of 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 Tribe's Gaming Division.
22. 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 and Tribal 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.

1. Previous experience in a court/judiciary setting.
2. One (1) year facilitation and mediation experience.

MINIMUM QUALIFICATIONS:

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

1. **Must be an enrolled member of the Oneida Tribe of Indians of Wisconsin.**
2. Bachelor's degree Public Administration, Political Science or Business Administration and two (2) years' experience in public administration and one (1) year of supervisory experience; and/or equivalent combination of education and experience.

ITEMS TO BE SUBMITTED:

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