

ONEIDA TRIBE OF INDIANS OF WISCONSIN



Location:
N7210 Seminary Rd
Oneida, WI 54155

Mailing Address:
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 869-2214

JOB DESCRIPTION

POSITION: Tribal Secretary

POSITION NUMBER: 09023

DEPARTMENT: Oneida Business Committee

LOCATION: N7210 Seminary Rd Oneida

DIVISION: Non-Divisional

RESPONSIBLE TO: General Tribal Council

SALARY: Grade00 (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)

****MUST BE AN ENROLLED MEMBER OF THE ONEIDA TRIBE OF INDIANS OF WISCONSIN****

ISSUING DATE: August 2002

CLOSING DATE:

Proposed Start Date:

Transfer/Promotion Deadline:

POSITION SUMMARY: This position is responsible for the duties of this office contained in the Constitution and by-laws of the Oneida Tribe. As member of the Oneida Business Committee, the Secretary's actions are subject to review by the Oneida General Tribal Council. This is an exempt position and reports to the Oneida General Tribal Council. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Maintains as the official record keeper for the Oneida Business Committee and General Tribal Council.
2. Prepare agendas for all Business Committee meetings and General Tribal Council meetings.
3. Prepare and handles all General Tribal Council and Business Committee minutes and all official tribal correspondence.
4. Participate in all regular, special and General Tribal Council meetings.
5. Ensure accurate minutes of all business transactions at Business Committee and General Tribal Council meetings.
6. Maintain records of all business transacted in executive sessions.
7. Serve as a resource to the Business Committee and the Oneida General Tribal Council on items which require follow-up and provides information to the business Committee on tribal administrative affairs.
8. Provide for the maintenance, accurateness and follow up of all official files and records and action of the Oneida Business Committee and the Oneida General Tribal Council.
9. Prepare all proposed resolutions and ordinances for the Business Committee as well as the General Tribal Council.
10. Ensure notices are sent out in a timely manner to the Oneida Business Committee and General Tribal Council.
11. Prepare documents and sign off on checks and/or other official tribal documents as required by the constitution and by-laws or approved administrative procedures.
12. Lobby and gives testimony on a Local and National level.
13. Ensure the safeguard of all records, tapes of meetings.
14. Maintain and ensure records management with record of all minutes within 24 hours after meetings.
15. Submits written reports on all meetings attended, both on the local level and the national level and shall be published to the General Tribal Council on a semi-annual basis.
16. Maintain roll call by placing on the record how each Business Committee member votes on all matters.
17. Inform Chairwomen of all required quorums.
18. Provide open communication to the tribal members and reservation community by meeting their needs and put their interest above any personal interest of the incumbent.
19. Perform liaison duties.
20. Practice excellent customer service skills at all times to include, but not limited to addressing customer and employee needs courteously and promptly.
21. Adhere to all Tribal Personnel Policies and Procedures and Departmental Standard Operating Procedures.
22. All other job related duties as assigned by the Oneida General Tribal Council.

QUALIFICATIONS AND REQUIREMENTS:

1. Must be an enrolled member of the Oneida Tribe of Indians of Wisconsin.
2. Must be 21 years of age or older.
3. Must physically reside in either Brown or Outagamie counties of Wisconsin.
4. Must pass a background security check prior to and during the course of employment with the Oneida Nation in order to meet the Employment Eligibility Requirements and/or the Tribal State Compact and/or the Tribal Gaming Ordinance as they pertain to the position and the location of the department.
5. A valid driver's license, reliable transportation and insurance is required. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state drivers 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.

A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter.

Employee's Full Name Printed

EE #

Employee's Signature

Date