



Ho-Chunk Nation

Job Description



TITLE: ADMINISTRATIVE ASSISTANT		JOB CODE: ADMA
GOVERNMENT – BUSINESS		EEO: 6
NON-EXEMPT	NO FLEX	PAY GRADE: 8
FUNDING SOURCE: NPD		HO-CHUNK PREFERENCE

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."
 All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K
 All casino employees will be subject to the Criminal and Background restrictions of the HCN.*

POSITION OVERVIEW

Performs administrative and office support activities for multiple supervisors. Duties may include fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, and filing. Duties also include fielding telephone calls, filing and data entry.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Work daily under minimal supervision has major responsibility to coordinate a program area of specific functions of a program.
2. Responsible for a variety of tasks such as proposal development, bookkeeping and billing, public services as provided by contract or procedures on a weekly basis and may work with individuals with diverse backgrounds.
3. Propose, implement and maintain updated office procedures per fiscal year.
4. Establish and maintain complex filing systems on a daily basis.
5. Write and prepare reports, memos and letters on a daily basis.
6. Establish and maintain good working relationships with fellow employees, other departments, committee members and the general public on a daily basis.
7. Provides assistance to other departments and guests to ensure the integrity of the Nation's resources.
8. Attends all mandatory and recommended training as directed on a quarterly basis in order to enhance personal skills and education to meet the growing needs of the Nation.
9. Perform other duties as assigned within the scope of this job description.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	None
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with outside & outside customers
Freedom to Act	Subject to general input from supervisor, Subject to regular review by supervisor



MINIMUM QUALIFICATIONS

EDUCATION:

1. High School diploma or equivalent with emphasis in clerical and/or office procedures.

ESSENTIAL:

1. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.
2. Valid driver's license, dependable transportation and proper insurance may be required.
3. Maintain confidentiality.

EXPERIENCE:

1. Two (2) years' experience or education in a business or office setting.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Ability to promote positive public and employee relations, resolving simple and informal complaints and maintaining a professional attitude and appearance at all times.
2. Excellent English comprehension skill in reading, writing, spelling and composition.
3. Good knowledge of telephone procedures and very good telephone courtesy.
4. Ability to take and prepare letters, memos and reports under general direction.
5. Good business math and math machine skills.
6. Excellent ability to follow direction and procedures.
7. Proficient computer skills and in-depth knowledge of relevant software such as MS Office Suite.
8. Very good skills at coordinating people, programs and procedures.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

WORKING CONDITIONS

1. Office setting.
2. Business casual, ADA-compliant facility.

KEY POSITION IN GAMING ESTABLISHMENT