



Ho-Chunk Nation

Job Description



TITLE: Secretary III		JOB CODE: SEC3
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*

POSITION OVERVIEW

Responsible for general office equipment usage (ex. Multi-line phone system, copier, fax computer, etc.) and must be able to work well with the public and have excellent written and verbal communication skills which ultimately enhances every interaction for our guests and employees; customer service is out top priority for both internal and external guests.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Answer telephone, transfer and take messages on a daily basis.
2. Route incoming mail on a daily basis.
3. Locate and attach appropriate file to correspondence to be answered on a daily basis.
4. Establish and maintain complex filing systems on a weekly basis.
5. Maintain courtesy with the general public on a daily basis.
6. Update directories on a monthly basis.
7. Responsible weekly for minimal files relating to secretarial duties.
8. Other daily duties as assigned by immediate supervisor.

JOB RESPONSIBILITY

Job Reports to	Supervisor
Leadership Accountability	None
Supervisory Accountability	None
Organizational Accountability	Daily job duties and projects pertaining to the position.
Financial Accountability	None
Customer Accountability	Interfaces with public, inside customer and outside customers. Interfaces with regulatory authorities.
Freedom to Act	Operates with significant independence, subject to general input from supervisor, subject to regular review by supervisor

MINIMUM QUALIFICATIONS

EDUCATION:

1. Must have a high school diploma or equivalent.
2. One (1) year of education beyond high school in secretarial related courses preferred.



ESSENTIAL:

1. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.
2. This job description requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207 (c) and shall be subject to a background check investigation as a condition of employment.
(For positions that work directly with elders and children)
3. Valid driver's license and appropriate auto insurance required.

EXPERIENCE:

1. Three (3) years progressively responsible office and secretarial experience.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Excellent English skills in reading, writing, spelling and composition.
2. Excellent telephone etiquette.
3. Ability to work with Microsoft programs including WORD, EXCEL, etc.
4. Able to take and prepare complex minutes.
5. Must be able to type 60 WPM.
6. Excellent communication skills and active listening.
7. Work under minimal supervision.

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. Required to sit for extended periods of time.

KEY POSITION IN GAMING ESTABLISHMENT