



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Document Analyst		<b>JOB CODE:</b> DOAN
Government	<b>EEO:</b> 3	<b>PAY GRADE:</b> 12
Non-Exempt	No Flex	<b>FUNDING SOURCE:</b> NPD
<b>HO-CHUNK PREFERENCE</b>		

*"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**

The Document Analyst will assist the Document Database Administrator with providing leadership in agreements administration. Acts as liaison with staff throughout the Ho-Chunk Nation to expedite problematic issues found in agreements and processes.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Utilize the Ho-Chunk Nation Document Tracking Database which is used to track and analyze every agreement on a daily basis.
2. Ensure all agreement entries are properly and correctly uploaded to the Document Tracking Database on a daily basis.
3. Review agreements that are submitted requiring the President's or Vice-President's signature before attorney review on a daily basis.
4. Prepare correspondence and informational materials while establishing good interdepartmental etiquette with staff on a monthly basis.
5. Assist department requests with obtaining executed agreements on a weekly basis in strict compliance of confidentiality.
6. Execute proactive and reactive decisions during the contract process and review on a daily basis.
7. Perform all duties in strict compliance with the Privacy Act to ensure client and tribal confidentiality on a daily basis.
8. Organize and conduct matters such as training programs, visual aids and meetings on a monthly basis or as requested.
9. Research and analyze issues relevant to position on a weekly basis.
10. Initiate agreements in accordance with the Agreement Packet SOP on a daily basis.
11. Other duties as assigned by Supervisor on a daily basis.

### **JOB RESPONSIBILITY**

Job Reports to	Document Database Administrator
Leadership Accountability	None
Supervisory Accountability	None
Organizational Accountability	Organizes daily maintenance, job duties and projects for Contract Database
Financial Accountability	None
Customer Accountability	Interacts with other departmental entities and vendors
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 high school diploma or equivalent.
2. Must have college courses in leadership or project management.
3. Associate degree in Computer Science and/or two (2) years Legal Assistant certification preferred.

#### **ESSENTIAL:**

1. Valid driver's license and appropriate auto insurance required.

#### **EXPERIENCE:**

1. Four (4) years of responsible office experience including two (2) years with contract review.
2. Minimum of two (2) years of experience in governmental and business office preferred.
3. Minimum of two (2) years of computer experience; working knowledge of computers and software.

### **KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Excellent English comprehension skills in reading, writing and composition.
2. Ability to prepare letters, emails, memos and reports in correspondence with interdepartmental staff.
3. Good oral communication skills.
4. Must have excellent telephone etiquette.

### **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. Work in an office setting.
2. Minimal travel is required.