



Tule River Tribe Gaming Commission

TULE RIVER INDIAN RESERVATION

JOB POSTING

Opening Date: 10/22/15

Closing Date: 11/05/15

If you are interested in this position, please submit the following:

- Completed Application
- Typing Certificate with 45WPM
- Tribal Identification (*if applicable*)

All requested information must be in the Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Position Title: Office Assistant

Department: Gaming Commission

Work Schedule: Monday-Friday 8:00AM-4:00PM

Wage Rate: \$15.84/HR/ Overtime Eligible

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



Tule River Tribe Gaming Commission

TULE RIVER INDIAN RESERVATION

JOB DESCRIPTION

POSITION TITLE: Office Assistant **WORKSITE:** Tule River Tribe Gaming Commission
681 S Reservation Road
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

This position is located in the Administrative Office of the Tule River Tribe Gaming Commission Agency (TRTGCA). The incumbent serves as an Office Assistant. The Office Assistant shall perform a variety of specialized administrative tasks. The Office Assistant shall have the ability to interact with staff, at all levels, in a fast pace environment, occasionally under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality. The Office Assistant shall perform a variety of specialized accounting and administrative tasks as Bookkeeper for the TRTGC. This position requires expert knowledge of accounting procedures, check and balances, budget preparation and comprehension, and reporting skills. Duties include auditing and reconciling bank statements, maintaining payroll records, and remitting taxes, levies, and garnishments. This position is able to view highly confidential information and must sign a confidentiality statement/agreement.

The incumbent works under the supervision of the Executive Director, who provides administrative and policy directions in terms of broadly defined missions or functions of the organization. The incumbent works independently, plans, organizes, and carries out the work to be performed and has delegated responsibility to make decisions regarding administrative issues.

PRIMARY RESPONSIBILITIES:

1. Assist with preparation of monthly reports for the Executive Director and Department Managers.
2. Answer phones, transfer calls, and/or take messages.
3. Accept delivery of packages for the Agency.
4. Assist and greet guests of the Agency.
5. General office duties, such as copying, filling, faxing, mail, etc.
6. Maintain various logs to track faxes, mail, packages, etc.
7. Type letters or memos, as requested.
8. Ensure the administrative office is presentable at all times
9. Inventory all office supplies and order as needed.
10. Prioritize and manage multiple projects simultaneously and follow through on issues in a timely manner.
11. Prepare and disseminate information to the Tule River Tribe Gaming Commission, other departments, and other agencies when appropriate.
12. Maintain a filing system for records, reports, and other documents.

Approved by TRTGC: 03/24/2015

13. Accounts payable/receivable.
14. Process check requests and purchase requisitions for the Agency.
15. Issue cash receipts as necessary.
16. Process expense reports.
17. Prepare any and all banking business for local deposits.
18. Reconcile monthly credit card/bank statements and work with the Tribal CFO as needed.
19. Receive and distribute monthly bills to each department manager and track expenses.
20. Enter and verify all outgoing expenses for all departments for a weekly check run.
21. Make monthly deposits to General Fund from Background Investigation Services.
22. Create and maintain vendor files as needed for record keeping and auditing.
23. Manage company vehicle records, track and schedule maintenance of vehicles.
24. Make all staff travel arrangements, as needed.
25. Disburse paychecks.
26. Assist department managers with annual budgets, as needed.
27. Responsible for attaining necessary tools or equipment for new employees, such as cell phones, keys, credit cards, etc.
28. Provide backup and support for the Executive Assistant to the Gaming Commissioners.
29. All other duties as assigned by the Executive Director.

QUALIFICATIONS/ REQUIRMENTS:

1. Graduation from a two (2) year accredited community college or relevant employment experience may be substituted for formal education on a year for year basis.
2. Three (3) years experience in a business or administrative environment.
3. Excellent written and verbal communication skills.
4. Excellent knowledge of Microsoft Office, with an emphasis in MS Excel and MS Word.
5. Detail-oriented and good organizational skills with the ability to prioritize and manage multiple tasks.
6. Knowledge of accounting procedures.
7. Must be able to use various office equipment; copier, fax, ten-key.
8. Must type 45 WPM.
9. Ability to work with confidential/sensitive information and use excellent judgment and diplomacy in communicating with high-level executives and management team. Strong customer service skills required.
10. Ability to demonstrate advanced verbal and written communication.
11. Strong customer service skills required.
12. Proficient with a variety of software applications to include word processing, spreadsheets, graphics and presentation software.
13. Must successfully complete a pre-employment drug/alcohol screen and background screen.
14. Must be willing to abide by and sign a confidentiality agreement.
15. Must possess a valid CA Driver's License and be insurable through the Tribe's insurance carrier.
16. Must obtain and maintain a valid Tule River Tribe Gaming Commission Regulatory Gaming License.
17. Willing to travel as required.
18. Able to relate culturally and work effectively with the Native American community, Tribal government, the public and private sectors.

PHYSICAL REQUIREMENTS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Typically office work setting conditions. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 30 pounds, and occasionally must be able to lift up to or over 50 pounds. This job will also require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

This position reports to: Gaming Commissioners

Salary Range: \$15.84/HR
Paid Bi-Weekly/ Overtime Eligible

Hours: Monday – Friday 8:00AM-4:00PM (Subject to change based on department needs)

Benefits: Medical, Dental, Vision, Life Insurance, Flexible Spending Plan, PTO & 401(K) Plan

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN APPLICANTS IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT