



TULE RIVER TRIBE GAMING COMMISSION
P.O. BOX 9232
PORTERVILLE, CA 93258

**JOB ANNOUNCEMENT
OPEN**

POSITION TITLE: Gaming Receptionist

OPENING DATE: 6/16/2014

CLOSING DATE: 6/30/2014

WORKSITE: Tule River Gaming Commission
Office and designated areas.

CONTACT PERSON:
Janie Mann, H/R Generalist
(559) 781-3292 Ext: 1736

GENERAL POSITION DESCRIPTION

This individual functions as secretary/receptionist for the Tule River Tribe Gaming Commission, being under direct supervision of the Gaming Commission.

RESPONSIBILITIES:

1. Answer phone; transfer calls to voice mail or appropriate department, take messages and deliveries; greet & assist guests and visitors, etc...
2. General office duties: copying, filing; faxing; including logging & distributing incoming faxes, logging & distributing mail, typing memos, letters and other materials requested, using computer.
3. Ensures that the office is clean and presentable at all times.
4. May attend workshops as requested of as necessary.
5. Keeps inventory of all administrative office supplies and order as needed
6. Other duties as assigned in relation to job.

QUALIFICATIONS:

1. High school diploma equivalent or in the process of acquiring such.
2. Knowledge of office duties and equipment.
3. Ability to type 40 WPM, with minimal errors.
4. Must sign confidentiality agreement & drug free workplace agreement.
5. Must possess an outgoing personality with great interpersonal & communication skills.
6. Ability to work flexible hours.
7. Must pass drug screening.
8. Must be computer literate-Word, Excel

PHYSICAL AND ENVIRONMENTAL:

1. While performing the duties of this job the employee is regularly required to talk, hear, stand, walk and sit.
 2. Repeatedly required to reach with hands and arms, use hand to finger, handle, or feel objects, tools or controls.
 3. Must be able to operate in mentally and physically stressful situations
 4. Environment is an administrative setting with occasional visits to the Tribal building.
 5. Must be able to lift up to 30 pounds.
 6. Noise level is low to moderate
 7. Must be able to perform all essential duties of the job with or without reasonable accommodation.
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This position reports to: Tule River Tribe Gaming Commission

Salary: \$ 10.00/Hr.

Hours: 40/Week, Monday - Friday

Submit applications to: Janie Mann, H.R. Generalist
Tule River Tribe Gaming Commission
P.O. Box 9232
Porterville, CA 93258
E-mail: jmann@trtgc.com

In order to be considered, application must be in this office by 5:00 p.m. or postmarked no later than the closing date of June 30, 2014.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473). OTHER THAN THE ABOVE, TULE RIVER IS AN EQUAL OPPORTUNITY EMPLOYEE

THIS INDIVIDUAL FUNCTIONS AS SECRETARY/RECEPTIONIST FOR THE T.R.T.G.C. MUST HAVE HIGH SCHOOL DIPLOMA OR EQUIVALENT. KNOWLEDGE OF OFFICE DUTIES AND EQUIPMENT. MUST TYPE 40 WPM AND ABILITY TO WORK FLEXIBLE HOURS.