



Coquille Indian Tribe Gaming Commission

CLOSES February 26, 2018 AT 5:00 PM

OPEN: February 12, 2018
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POSITION: Office Assistant
DEPT: Coquille Gaming Commission
REPORTS TO: Executive Assistant
SALARY: \$15.00 to \$17.00/hour DOE
FLSA STATUS: Non-exempt

This is a full time position with benefits. A post job offer pre-employment drug screen and criminal background check are required.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Executive Assistant, provide office management and secretarial support to the Gaming Commission.

DUTIES AND RESPONSIBILITIES

1. Represent the Gaming Commission in a professional manner.
2. Greet and direct visitors to appropriate personnel or department.
3. Answer questions about gaming license applications and the gaming licensing process.
4. Accurately prepare routine correspondence.
5. Provide clerical support for Gaming Commission staff as directed.
6. Maintain Gaming Commission calendar.
7. Help maintain adequate inventory of all office supplies for Gaming Commission.
8. Maintain an accurate filing system for correspondence, applicants, documents, and records.
9. Issue all gaming licenses for all employees at The Mill Casino utilizing the appropriate software and hardware.
10. Responsible for routing copies of employee and vendor photos to Surveillance and Security.

11. Responsible for Commission office operations including answering and routing phone calls, assisting employees with questions and working with Casino departments as needed to process backgrounds.
12. Process fingerprinting and credit checks for background process.
13. Assist with scheduling of appointments, meetings and travel arrangements.
14. Provide backup for Executive Assistant when appropriate.
15. Perform a variety of other duties as assigned.

MINIMUM QUALIFICATIONS

1. High school diploma or equivalent required. Associates degree in a related field desired.
2. Minimum two years proven experience in business office setting.
3. Typing skills of 40 WPM.
4. Knowledge of gaming regulations preferred.
5. Ability to accept and understand detailed written or oral instructions.
6. Ability to deal with problems involving different variables.
7. Must be able to independently handle a variety of tasks and duties with frequent interruptions.
8. Must be able to prioritize and meet reasonable deadlines.
9. Must possess excellent interpersonal skills. Considerable professional tact is required in explaining and discussing difficult information.
10. Demonstrated oral and written communication skills which include proper grammar and spelling.
11. Must sign and adhere to a Confidentiality Agreement.
12. Must be eligible to obtain a Notary Public for the State of Oregon.
13. Word processing computer experience required with knowledge of Microsoft Word, Excel, Access and Outlook a must.
14. Must have pleasant demeanor to deal with many diverse people.
15. Valid Driver's License required.
16. Must pass Criminal Background Check and drug screen.

HOW TO APPLY:

If interested in applying for this position, please contact Trudi Groth, Gaming Commission Executive Assistant via email at trudigroth@coquilletribe.org for an application. Resumes are encouraged to be submitted in addition to the job application.

Please submit all applications to: Trudi Groth, Executive Assistant
Coquille Gaming Commission
PO Box 1525
Coos Bay, OR 97420

Applications may also be returned via email to Trudi at the above email or faxed to the Gaming Commission, Attn: Trudi Groth @ 541-756-5478.

If you have any questions, please feel free to contact Trudi at 541-217-2297.