



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

January 12, 2012

#03-12

VACANCY ANNOUNCEMENT

DEPARTMENT: TRIBAL GAMING AGENCY
POSITION: ADMINISTRATIVE ASSISTANT
SUPERVISED BY: TRIBAL GAMING AGENCY EXECUTIVE DIRECTOR
SALARY: \$35,000 PER YEAR
CLOSING DATE: JANUARY 27, 2012

SUMMARY: Provides a variety of complex, responsible and confidential administrative duties for the Gaming Agency. In addition to developing and maintaining general office procedure, this position requires the ability to maintain computer records, create multimedia material, maintain, update, file and distribute various reports, provide computer assistance to Agency personnel. General supervision is provided by the Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works in a professional association with the Executive Director and Office personnel, Supervisors, Inspection and Surveillance staff in the day-to-day operation of the Tribal Gaming Office.
- Greet potential applicants and/or visitors and directs telephone calls for the Agency.
- Performs system administration task on office computers to include: updating application software, routine backups, system memory management, organizing/updating main data file, file management, modifying operating environment as necessary.
- Schedules training for the Gaming Agency personnel.
- Files, maintains, and organizes correspondence, equipment purchases, and maintains correspondence format on computer system.
- Assist in performing routine maintenance of office computer equipment, maintains all computer records.
- Prepares travel requests and accommodations for Gaming Agency staff.
- Coordinates and processes payroll, vendor payments, mileage reimbursements, personnel documents and assist office personnel in questions relating to payroll and/or personnel issues (health, medical benefits, etc.).
- Notary public for the Agency.
- Corresponds with the State Gaming Agency when needed and records all correspondence forwarded and received from the State Gaming Agency.
- Performs other related duties as assigned by the Executive Director or his designee.
- Establishes and maintains good work relationship with all Agency personnel.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER JOB CHARACTERISTICS:

1. Ability to analyze information;
2. Knowledge in the sources of information and laws governing the use of that information;
3. Knowledge of other departments in the organization, to understand procedures used and recommend changes when necessary;
4. Able to communicate effectively with Tribal Gaming employees;
5. Possess basic typing skills: 45 wpm, basic filing skills;
6. Applicant will handle highly confidential information and be bound by a Confidentiality Agreement.
7. By signing an Alcohol and Drug Policy the applicant must agree to maintain an Alcohol and Drug-Free Workplace as a condition of employment with the Colorado River Indian Tribes.
8. Physical and emotional condition adequate to meet the demands of assigned duties.
9. Applicant tentatively selected for this position is required to submit to a drug test for illegal drug use prior to appointment.
10. Preference is given to qualified members of the Colorado River Indian Tribes.

QUALIFICATIONS:

1. At least four (4) years of experience in Gaming and/or office related duties.
2. At least sixty (60) college credits toward a Computer Science Degree and/or an Associate's Degree, which include basic computer courses; a minimum of two (2) years of experience ensuing word processing, spreadsheets and/or desktop publishing software.
3. Knowledge in the Compact, Ordinance, Code, Gaming Facility Operation, and Policies and Procedures of the Gaming Agency.
4. Knowledge of WordPerfect, Microsoft Word, Windows 95, Paradox database.
5. Adequate writing skills and organizational abilities is a necessary tool for this position.
6. Must meet Tribal Gaming License and/or State Certification requirements.
7. Must have a valid Arizona Driver's License and provide proof of past driving record from the Department of Motor Vehicle for the past three (3) years.
8. Combination of work experience may be utilized in fulfilling the job requirements or qualifications.
9. Must have a high school diploma, or GED equivalent.

EMPLOYMENT WITH THE GAMING AGENCY PROHIBITS EMPLOYEE FROM GAMING IN THE BLUEWATER RESORT AND CASINO.

APPLY:

**C.R.I.T. HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

FOR EMPLOYMENT APPLICATION VISIT: <http://crit-nsn.gov>

INDIAN PREFERENCE: Under Title VII of the Civil Rights Act Section 701 (b) and 703 (i) explicitly exempts from coverage the preferential employment of Indians by Indian Tribes. Therefore, CRIT acknowledges and extends preferential treatment to enrolled CRIT members who qualify toward all employees or applicants based on race, color, sex, religion or national origin.

CRIT OFFERS: Health and Life Insurance, Pension Plan, Paid Holidays, Sick and Annual Leave. Pre-Employment Drug Screening is required.