



Twenty-Nine Palms Band of Mission Indians Job Description

Job Title: Administrative Clerk
Department: Tribal Administration
Reports To: Executive Assistant
FLSA Status: Non-Exempt
Prepared By: Sharon Marshall
Prepared Date: March 31, 2016
Approved By: Chairman Darrell Mike
Approved Date:

SUMMARY:

Perform a variety of administrative functions. Schedule appointments, give information to callers, and take information to be transformed into documents. Compose memos, transcribe notes, and research information as directed. Generate reports, handles multiple projects, and may assist with compiling and developing projects for the administrative staff. Rely on instructions and pre-established guidelines to perform the functions of the job. Work under immediate supervision. Typically reports to a supervisor or manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Provide outstanding customer service to guests and all other employees by exceeding our mission statement to be the premier entertainment experience in the Coachella Valley and the high desert.
- Write, type, or enter information into computer to prepare correspondence or other documents.
- Answer incoming telephone calls; determine purpose of callers, and forward calls of appropriate personnel.
- Take and deliver messages or transfer calls to voice mail when appropriate personnel are unavailable.
- Welcome on-site visitors, determine nature of business, and announce visitors to appropriate personnel.
- Update appointment calendars.

- Create and print fax cover sheets, memos, correspondence, reports, and other documents when necessary.
- Open and route incoming mail, answer correspondence, and prepare outgoing mail.
- Perform other clerical duties as needed, such as filing, photocopying, and collating.
- Sort and file records.
- Address envelopes or packages.
- Stuff envelopes by hand or with envelope stuffing machine.
- Order supplies to keep administrative break room stocked.
- Assist Tribal Administrative staff.
- Assist with the execution of the cigarette program.
- Keep administrative break room clean and organized.
- Ensure compliance with all Minimum Internal Control Standards (MICS) as well as all Tribal Internal Control Standards (TICS)
- Present a positive image of the Casino to its guests and vendors and to assist them as required.
- Must follow all safety policies and procedures and attend all scheduled safety meetings and training as a condition of employment.
- Perform any other duties that may be assigned from time to time.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

EDUCATION AND EXPERIENCE (MUST BE DOCUMENTED):

- Must possess a high school diploma or equivalent.

CERTIFICATION, LICENSES AND ANY ADDITIONAL REQUIREMENTS:

- Must pass pre-employment and periodic random drug screens
- Must be able to pass background suitability investigation
- Must obtain a Tribal Gaming License

- Must provide proof of eligibility to work in the United States within 72 hours of employment
- Able to uphold a high level of confidentiality

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Upon request, reasonable accommodations may be made if requested to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk; sit and talk or hear. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The Casino is open 24 hours per day, seven (7) days per week; therefore, you must be flexible to work any and all shifts.
- The Casino is a gaming facility.
- The Casino is not a smoke-free environment.
- Be aware that surveillance cameras and audio equipment monitor the premises recording activity throughout the facility on 24-hour, 7- day per week basis.

INDIAN PREFERENCE ACT:

The Twenty Nine Palms Band of Mission Indians has a resolution on file with Human Resources to ensure that Indian Preference will be adhered to in the following order in accordance with IPA:

1. Tribal Members
2. Other Native Americans
3. All other ethnic groups

I have read and understand all of the elements of the above Administrative Clerk Job Description.

Signature

Date