



Spotlight 29 Casino Job Description



Job Title: HR Administrative Assistant
Department: Human Resources
Base Wage/Salary: DOE
Reports To: HR Manager
FLSA Status: Non-exempt
Prepared By: Sharon Marshall
Prepared Date: May 24, 2018
Approved/HR: Sharon Marshall
Approved/GM: Michael Frawley
Approved Date:

SUMMARY:

Dedicates at least fifty-five percent (55%) of the time managing the office workload, exercises independent judgment with recommendations to the HR staff, performs non-manual work in an office environment and coordinates administrative and business details, participates in resolution of employee relations problems, and gathers information on team member attitudes to facilitate team member satisfaction by performing the following duties.

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. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide outstanding customer service to guests and all other employees by exceeding our mission statement: “We are here for the guest. Period”
- Greet visitors, provide assistance, and/or refer to appropriate staff member.
- Answer, screen, and/or direct all Human Resources Department telephone calls to appropriate staff member.
- Record in application log and screen all applications for employment.
- Coordinate the processing of applicants approved for hire and of team members transferring to another position with the clinic and the Background Investigations Department.
- Coordinate director’s and manager’s calendar and schedules appointments for Human Resources staff as required.
- Compose and submit correspondence for approval.
- Coordinate and arrange meetings, prepare agendas, reserve and prepare facilities.
- Assist Human Resources staff by translating documents into Spanish and by translating for the staff when communicating with Spanish-only speaking team members and visitors.

- Enter information into a computerized tracking system in order to originate, update, reconcile, transfer and/or track data.
- Establish, update and maintain manual and computer filing systems (e.g., databases and spreadsheets) to track information.
- Gather and summarize data for reports and correspondence from computerized tracking system and manual files in order to provide accurate information.
- Manage department's mail including screening incoming correspondence in order to refer correspondence to appropriate staff member for response and preparing department's outgoing mail for pick-up.
- Assist Human Resources staff by coordinating employee events.
- Assist in the investigation and resolution of team member grievances and coordinates responses to grievant.
- Interview and/or survey team members to gather information relating to morale, motivation and efficiency and reports results to management and recommend possible actions to be undertaken.
- Communicate employee surveys, gather results, and report results to management.
- 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 staff meetings and safety meetings. Ability to train and accept 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):

- High School Diploma or equivalency.
- Must type a minimum of 50 net words per minute.
- Entry Level: requires EITHER three (3) years of increasingly responsible secretarial experience; OR 60 semester hours (or equivalent quarter hours) from an accredited college or university and one (1) year of increasingly responsible secretarial experience.

CERTIFICATION, LICENSES AND ANY ADDITIONAL REQUIREMENTS:

- Must pass 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
- Must be bilingual - English and Spanish. (Spotlight 29 Casino Only).

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 to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, and talk or hear, use hands to finger, handle or feel, reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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, 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 HR Administrative Assistant Job Description.

Signature

Date