

## **Twenty Nine Palms Gaming Commission Job Description**

**Job Title:** Backgrounds Administrative Specialist  
**Department:** Gaming Commission  
**FLSA Status:** Non-Exempt

### **SUMMARY:**

Performs non-manual work in an office environment and coordinates administrative and business details of confidential nature. This is a position of high sensitivity and integrity. It is the Mission of the Tribe and All Gaming Operations to provide outstanding customer service to guests and all other employees by exceeding our mission statement: "We are here for the guest. Period"

### **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"
- Hand out and go over with the background packet with applicant and let them know what needs to be filled out and what documentation they are going to need when they return.
- Ensure backgrounds packets are complete when returned.
- Make copies of documents birth certificates, social security, driver license and passports that the Investigator will need to conduct their investigation.
- Take photos and print badges including lost or damaged badges.
- Process fingerprints.
- Maintain filing system.
- Scan old and terminated employee files.
- Manage office supplies
- Send and receive fax messages.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Arrange conferences, meetings, and travel reservations for office personnel.
- Complete forms in accordance with company procedures.

- Compose, type, and distribute meeting notes, routine correspondence, and reports.
- Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs.
- Locate and attach appropriate files to incoming correspondence requiring replies.
- Maintain scheduling and event calendars. Schedule interviews with new hire, new vendors, transfers, employee renewals, vendor renewals and coordinate schedule with Human Resources. Coordinate conferences and meetings.
- Make copies of correspondence and other printed material.
- Open, read, route, and distribute incoming mail and other material, and prepare answers to routine letters.
- Set up and maintain paper and electronic filing systems for records, correspondence, and other material.
- Collect and disburse funds from cash accounts, and keep records of collections and disbursements.
- Conduct searches to find needed information, using such sources as the Internet.
- Prepare and mail invoices.
- Review work done by others to check for correct spelling and grammar, ensure that company format policies are followed, and recommend revisions.
- Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.
- Provide assistance to Director and Investigators.
- 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.
- Perform any other duties that may be assigned from time to time.

**SUPERVISORY RESPONSIBILITIES:**

This position has no supervisory responsibilities

**EDUCATION AND EXPERIENCE:**

- Must possess a high school diploma or equivalent
- Experience with personal computers and software

- Three (3) years experience in office administration

**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
- Knowledge of basic computer skills
- Able to relate well with people especially in delicate situations
- Able to work overtime if required
- Able to handle multiple tasks
- Integrity and high work ethic required
- Able to work with little or no supervision
- Strong time management skills
- Ability to analyze issues objectively and effectively as they apply to policy, procedure and Federal or Tribal Laws
- Strong verbal and written communication skills
- Excellent telephone demeanor
- Knowledge of office equipment
- Experience with filing and recording keeping procedures
- Type 40 WPM
- Must be bilingual in Spanish (Speak, Read & Write)

**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 the Job, the employee is regularly required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

**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 if assigned.
- 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 Office Assistant for the Gaming Commission Job Description.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**