

San Pasqual Band of Mission Indians Tribal Government

NOTICE OF POSITION VACANCY

Position Title: Gaming Coordinator
Rate of Pay: SP – 05

POSTING DATE: June 20, 2007

Status: Non-Exempt (Hourly)

SUMMARY OF RESPONSIBILITIES: The selected candidate will participate in the day-to-day administrative functions of the Gaming Commission Office. The candidate selected must reflect a positive image of the Gaming Commission through a cheerful, enthusiastic, professional attitude while greeting people who enter the office or make contact by phone. Candidate will need proven communication, interfacing abilities and excellent interpersonal skills. Candidate should be skilled in anticipating needs and in using quick thinking, decision making skills.

DUTIES AND RESPONSIBILITIES: Typical duties and responsibilities include but are not limited to the following:

- Adheres to all omission policies and procedures.
- Greets everyone entering office area.
- Conduct gaming license orientation sessions for new license applicants.
- Responsible for updating Team member's database.
- Answers phones, takes messages, transfers calls to the appropriate destinations.
- Issues and receives employee and vendor license applications.
- Assists in the administrative process for Commission hearings and appeals.
- Scanning and Filing as needed.
- Takes and retrieves mail from Post Office, sorts and distributes mail to Casino and Tribal Hall.
- Fingerprinting and eye scanning of all key employees.
- Assists Manager and investigators as needed.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Computer software experience with intermediate experience in Microsoft Word and Excel programs (a test will be administered).
- Must be responsible, punctual, and very reliable.
- Typing speed of 45 wpm (a test will be administered).
- Ability to read and comprehend simple instructions, short correspondence and memos.
- Ability to perform assigned duties under stringent time restraints.
- Must successfully pass a drug screening test.
- Excellent oral and written communication skills.
- Ability to multitask.
- Ability to maintain a positive attitude when dealing with difficult situations.
- Must be bi-lingual / Spanish

- Excellent organizational skills.
- Must possess the ability to generate professional written correspondence (a test will be administered).
- Must be able to maintain the highest degree of confidentiality
- Must be able to pass a background check for a key gaming license and maintain said license.

EDUCATION AND/OR EXPERIENCE:

- High School Diploma or GED
- Minimum of three (3 years clerical experience or equivalent combination of work and/or gaming regulatory experience.
- Valid Drivers License
- Established and consistent work history, verified with former employers.
- Established and consistent attendance history, verified with former employers.

Internal posting closing date: December 13, 2018

In accordance with the Policies and Procedures, San Pasqual Band of Mission Indians will at all times and for all positions give hiring, transfers and promotional preferences to qualified applicants in the following order. 1. San Pasqual Band of Mission Indians members. 2 San Pasqual Band Member Spouses 3. San Pasqual Band of Mission Indians Lineal descendants. 4. Other American Indians. 5 All Others.