



**San Pasqual Band of Mission Indians  
Position Vacancy**

<b>Position Title:</b> Licensing Clerk ( <b>TEMP</b> )	<b>Posting Date:</b> October 5, 2020
<b>Position Reports to:</b> Director of Licensing	<b>Internal Closing Date:</b> October 9, 2020

**Position Summary**

Participates in the day-to-day clerical functions of the Gaming Commission. Reflects 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.

**Principal Duties and Responsibilities**

- Adhere to all Gaming Commission policies and procedures.
- Greets guest in a courteous and caring manner: Front Lobby, Main Phone Line
- Responsible for mail: Compile, sort, and deliver.
- Collects and enters data in various gaming databases as instructed.
- Provides assistance to the Licensing Department on a regular basis.
- Provides assistance to the Gaming Commissioners with various clerical tasks.
- Held accountable, to a high degree, for the accuracy and thoroughness of department records.
- Protects the Gaming Commission value by keeping information confidential.
- Responsible for conducting all responsibilities in a professional and ethical manner.
- Filing as needed.
- Special projects as assigned or other duties deemed necessary by Gaming Management.
- Other duties as assigned.

*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities for this position at any time.*

**Qualifications & Skills**

**REQUIRED EDUCATION / CERTIFICATIONS:**

- High school diploma or general education degree (GED)
- Valid CA Driver's License
- Must be bi-lingual and speak Spanish fluently

**EXPERIENCE / QUALIFICATIONS / SKILLS**

- Minimum of three years clerical experience and gaming regulatory experience.
- Demonstrated experience maintaining confidential information.
- Proficient computer skills including word processing, spreadsheet and database programs.
- Organizational, prioritizing, filing and record keeping skills.
- Ability to read and comprehend instructions, correspondence and memos.

- Ability to respond to common inquiries, regulatory agencies, or members of the business community.
- Ability to pass notary examination, including state background investigation.
- Ability to effectively present information in one-to-one and small group situations to licensees and other associates of the industry.
- Ability to multitask between incoming guest, phone calls, and clerical duties.
- Ability to perform assigned job duties under constant time pressures.
- Ability to maintain a positive and professional attitude when dealing with difficult situations.
- Must be detail-oriented.
- Excellent oral and written communication skills.
- Must possess the ability to generate professional written correspondence.
- Must meet standards established for a key gaming license.
- Must pass initial drug screen and random drug tests conducted thereafter.
- Abides by Commission confidentiality policies.

Individuals who are interested for consideration for the above position should email their resume to [hr@sanpasqualtribe.org](mailto:hr@sanpasqualtribe.org) or submit application to 16400 Kumeyaay Way, Valley Center, CA 92082

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. First generation Lineal Descendant or the legal spouse of an enrolled Tribal Member who contributes to the household 3. San Pasqual Band of Mission Indians Lineal descendants. 4. Other American Indians. 5. All Others.