



SILETZ TRIBAL GAMING COMMISSION JOB DESCRIPTION

Job Title: Administrative Assistant
Reports to: Executive Director
Classification: Full Time, Non-Exempt
Job Location: Lincoln City

Dept: STGC
Grade: TL 18.0
Average Hours Per Week: 40

Job Summary:

As an employee of the Siletz Tribal Gaming Commission (STGC), the Administrative Assistant will strive to achieve the mission of enforcing and complying with all relevant laws, Tribal/State Compact, regulations, ordinances, charter, internal controls, policies and procedures in order to maintain the honesty, integrity, fairness, and security of the Gaming Operation(s). The Administrative Assistant must assist in ensuring the protection of the Gaming Operation's patrons, employees, environment, and safety. The Administrative Assistant is responsible for assisting the Executive Director with the day-to-day administration functions of the STGC, assisting the Licensing department, and in assisting the Office of Hearings and Appeals.

Job Functions:

1. Assists the Executive Director in the administration of STGC activities.
 - Greets and directs visitors to appropriate personnel or department, handling routine requests within capabilities.
 - Represents the Executive Director by attending meetings in their absence.
 - Maintains the Executive Director's appointment schedule by planning and scheduling meetings, conferences, hearings, and travel.
 - Conserves Executive Director's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
 - Answers incoming calls, properly routes calls, and places outgoing calls as needed/required.

- Coordinates commission meetings, prepares and distributes agenda and minutes as requested by the Executive Director.
- Maintains STGC's policies and procedures, Operations Manual, Personnel Manual and relevant documents.
- Maintains and organizes office supply inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.
- Assists with drafting and/or publication of proposed new and amended STGC Rules and Regulations, Tribal Internal Controls and Gaming Ordinance.
- Prepares, reviews, and maintains STGC's budget.
- Responsible for sending, receiving and distribution of office mail.
- Responsible for and maintains Office key control.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Develops forms for use by STGC as directed.
- Coordinates conferences and travel arrangements for all staff.
- Conducts regulatory research as required.
- Prepares and sends out monthly Tribal Council packets and prepares annual reports by collecting and analyzing information.
- Makes office deposit, which includes any checks (from casino for employee fees, VLT fees, or restoration payments) and cash accumulated from employee fees, duplicate/lost badges, copy fees, fingerprint fees, lanyard sales, or postage fees.
- Maintains STGC cuff account for verification of budget.
- Completes check requests and prepares purchase orders with appropriate supporting documentation for STGC, Internal Audit Department (IAD) and Office of Hearings and Appeals.
- Carries out administrative functions of the Surveillance Department as directed by the Executive Director.

- Provide backup Information Technology support when needed as directed by the Executive Director.
 - Maintains Tribal Credit Cards for STGC, Siletz Tribal Business Corporation (STBC) and IAD including the cancelling and issuing of cards per the request of the entity director and the Tribes Credit Card Policy.
2. Assists the Chairman in the administration of Office of Hearings and Appeals activities.
- Carries out administrative and appellate functions of the Office of Hearings and Appeals as directed by the Executive Director.
 - Maintains the Chairman's appointment schedule by planning and scheduling meetings, conferences, hearings, and travel.
 - Receive and properly route all appeals to the Office of Hearings and Appeals Chairman.
 - Coordinates hearings on behalf of the Office of Hearings and Appeals Chairman.
 - Conserves Chairman's and or Hearing Panel's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
 - Responsible for completing and submitting timesheets on behalf of the Chairman when due.
3. Provides clerical support to Gaming Commission Licensing process:
- Responsible for tracking/logging actions in high security and low security personnel files.
 - Assists Licensing Assistant with scheduling licensing appointments.
 - Assists Licensing Assistant with processing renewal applications.
 - Assists Licensing Assistant in preparation and issuing gaming license.
 - Assists with notarizing applications submitted to the Gaming Commission.
 - Prepares correspondence, photocopying, faxing, scanning and maintains the STGC filing system.

- Performs other duties as assigned by the Executive Director.

Minimum Qualifications:

- High School Diploma or GED.
- Three years' experience as an executive level assistant or equivalent position to perform the job functions
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- Experience working with word processing, database, spreadsheet software, and payroll software.
- Experience working with various office equipment including: desktop computer, calculator, fax machine, telephone system, transcribing equipment, dictaphone equipment and laptop computer.
- Demonstrated knowledge of English grammar, spelling, and punctuation.
- Knowledge of Gaming Regulations, Compact, MICS, and Operational Procedures preferred.
- Ability to work and complete tasks independently.
- Ability to read, analyze, and interpret Gaming Regulations, Compact, MICS, and Operational Procedures. Ability to write reports and business correspondences.
- Ability to exercise discretionary judgment.
- Must possess excellent interpersonal skills.
- Must be able to handle a variety of tasks at the same time with frequent interruptions and meet reasonable deadlines.
- Must be able to become a Registered Notary within 60 days of employment.
- Must be able to pass a CJIS Security Clearance Background Check.
- Requires a valid Oregon driver's license.

- Employment is contingent upon a background investigation that meets the licensing criteria of a Key Employee.
- Employment is contingent upon results of a drug test.
- Must sign a confidentiality agreement and sign and adhere to a code of ethics to ensure that confidential and sensitive information of the Gaming Commission remains confidential.
- Must be flexible with work schedule.

Physical Requirements:

Must be able to lift or exert 40 pounds of force to carry, push, pull or move objects.

Gaming and Promotions:

The individual in this position is able to play only Class II Games (Bingo and Poker) and is prohibited from entering into any contests or promotions at all Siletz Tribal Gaming Operations.