



Vacancy Announcement

- Title:** Administrative Assistant
- Reports To:** Human Resource Manager
- Location:** Yreka, CA
- Salary:** \$13.00 - \$15.00 per hour, (DOE)
- Classification:** Full Time, Regular, Non-Exempt, Non-Entry Level
- Summary:** Provides administrative support to the Human Resource Department and other operating departments, assisting with daily office procedures while maintain efficiency and organization within department.

Application Deadline: November 20, 2017 by 5:00 pm

Applications are available at all Tribal Offices or on the Internet at www.rainrockcasino.com, just click on the tab for Rain Rock Casino. The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.rainrockcasino.com or by contacting the Human Resource Department, Telephone (530) 598-5445, Address: 777 Casino Way, Yreka, CA 96097, Email: dbernal@rainrockcasino.com



Position Description

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- Reports to:** Human Resource Manager
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- Salary:** \$13.00 - \$15.00 per hour, DOE
- Classification:** Full Time, Regular, Non-Exempt, Non-Entry Level

Summary:

Provide administrative support to the Human Resource Department and other operating departments, assisting with daily office procedures while maintain efficiency and organization within department.

Responsibilities:

1. Exhibits a friendly, helpful and courteous manner when dealing with our guests and fellow associates.
2. Process and record all mail.
3. Prepare offer letters and contact potential employees.
4. Must adhere to attendance and punctuality requirements of the department.
5. Assist new hire with paperwork, by reviewing and ensuring new employee information packet is complete and accurate. Verifying all documents.
6. Ensure signature cards are correctly completed by new associates, new job titles and sent to Revenue Audit department.
7. Order TM uniforms as needed.
8. Keep current inventories of uniforms, office supplies etc.
9. Answer company phone in a cheerful, proficient manner – answer questions transfer calls to proper personnel.
10. Create file folders for new Team Members. And issue uniforms to new Team Members as assigned.
11. File and maintain all personnel paperwork into appropriate employee files in a timely manner.
12. Responsible for assisting with job posting such as; creating, faxing, emailing, posting to company website, and posting within employment board and outside agencies.
13. Knowledge of Microsoft, Word, Excel and Publisher to be able to create memos, flyers and other correspondence when needed.

14. Make photocopies, faxes document and performs other clerical functions.
15. Assists with coordinating associate's activities and events throughout the year.
16. Maintain office supplies for HR office.
17. Develop reports as needed.
18. Scheduling and maintenance of conference rooms and training rooms.
19. Assist with unemployment claims and Benefit as needed.
20. Assist the HR Manager with in-house training as needed.
21. Cross training as scheduled.
22. Maintain confidentiality over all finance and personnel information.
23. Attend mandatory and non-mandatory training, meetings, and briefings
24. Maintain appearance standards as outlined in departmental and Rain Rock Casino policies.
25. Provide information and explain Players Club benefits, property amenities & marketing programs to our guests.
26. Provide courteous service to our guests and be cordial to all Team Members.
27. Communicate effectively both orally and in writing.
28. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

WORKING CONDITIONS & ENVIRONMENT

1. Must be able to work in a smoke-filled environment.
2. Must be able to work all shifts, weekends, holidays & special events as needed.
3. Must be able to work in a high stress atmosphere.
4. Must be able to work in a fast-paced environment where teamwork is essential.

LEVEL OF AUTHORITY & RESTRICTIONS

1. Supervise payroll, accounts payable and receivable and revenue audit personnel.

Requirements:

1. Must be at least 21 years of age
2. High School diploma or G.E.D.
3. One (1) year office administration certificate preferred or a minimum one - year experience in an office environment.
4. Knowledge of Casino operations and departments is considered an asset.
5. Able to type 55 wpm with accuracy.
6. Ability to work and perform tasks independently. Answer phones and take messages on a daily basis.
7. Type speed of at least 40 wpm and proficient with ten key calculators.
8. Proven skills in the use of computer equipment.
9. Highly self-motivated and directed.
10. Keen attention to detail.
11. Proven analytical, evaluative, and problem-solving abilities.
12. Ability to effectively prioritize and execute tasks in a high-pressure environment.
13. Extensive experience working in a team-oriented, collaborative environment.

- 14. Must possess and maintain a valid state driver's license and be insurable by the RRC's insurance carrier.
- 15. Willing to travel and participate in training as recommended or required.
- 16. Must have a Tribal Gaming License (or the ability to obtain and maintain a license) as a requirement for this position.
- 15. Must adhere to confidentiality policy.
- 16. Must successfully pass a drug screening test and criminal background check.
- 17. Indian preference will be observed in the hiring process.

Veteran's Preference: It shall be the policy of the Karuk Tribe and Rain Rock Casino to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

ACKNOWLEDGEMENT

I hereby acknowledge that I have read and reviewed this Job Description with my Team Leader. I also acknowledge that I have full and complete understanding of this Job Description and agree to the above noted Duties, Responsibilities, Requirements and Conditions.

Team Member Name	Signature	Date
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Team Leader Name	Signature	Date
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Council Approved: *(date)*

- Original to HR
- Copy to Team Member
- Copy to Team Leader