



## **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 maintaining efficiency and organization within the department.

### **Application Deadline: November 22, 2017 by 5:00 pm**

Applications are available at all Tribal Offices or on the Internet at [www.rainrockcasino.com](http://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](http://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](mailto:dbernal@rainrockcasino.com)



## Position Description

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- 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:

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

### Responsibilities:

1. Shall exhibit's a friendly, helpful and courteous manner when dealing with our guests and fellow associates.
2. Shall record and process all incoming and outgoing mail.
3. Shall prepare offer letters and contact potential employees as requested.
4. Must adhere to attendance and punctuality requirements of the department.
5. Shall assist new hire with paperwork, by reviewing and ensuring the 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 the Revenue Audit department.
7. Shall order and maintain current inventories of uniforms or other employee issued equipment.
8. Shall answer company phone in a cheerful, proficient manner and transfer calls to appropriate personnel.
9. Shall create file folders for new Team Members.
10. Shall file and maintain all personnel paperwork into appropriate employee files in a timely manner.
11. Shall be responsible for assisting with job postings such as; creating, faxing, emailing, posting to company website, and posting within employment boards both internally and to outside agencies.
12. Shall have knowledge of Microsoft Word, Excel and Publisher to successfully create memos and flyers.

13. Shall make photocopies, fax documents and performs other clerical functions as requested.
14. Shall assist with coordinating Associate's activities and events throughout the year.
15. Shall maintain office supplies for Administrative office.
16. Shall develop reports as needed or requested by Associates.
17. Shall track and maintain a scheduling system for conference rooms or training rooms.
18. Shall assist with Employment Development Department claims and/or benefit as needed.
19. Shall assist the HR Manager with in-house training as needed.
20. Shall be available and assist in cross training as scheduled.
21. Shall maintain confidentiality.
22. Shall attend mandatory and non-mandatory training, meetings, and briefings
23. Shall maintain appearance standards as outlined in department and Rain Rock Casino policies.
24. Shall provide information and explain Players Club benefits, property amenities & marketing programs to our guests.
25. Shall provide courteous service to our guests and be cordial to all Team Members.
26. Shall demonstrate the ability communicates effectively both orally and in writing.
27. 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.

#### **Requirements:**

1. Must be at least 21 years of age
2. Must possess High School diploma or G.E.D.
3. One (1) year office administration certificate preferred or a minimum of one - year experience in an office environment.
4. Previous knowledge of casino operations and/or similar departments is considered an asset.
5. Must be able to type 55 wpm with accuracy and be proficient with a ten- key calculator.
6. Must have the ability to work and perform tasks independently and be self-motivated.
7. Must have proven skills in the use of general office equipment.
8. Proven analytical, evaluative, and problem-solving abilities.
9. Ability to effectively prioritize and execute tasks in a high-pressure environment.
10. Must have extensive experience working in a team-oriented, collaborative environment.
11. Must possess and maintain a valid state driver's license and be insurable by the Rain Rock Casino's insurance carrier.

- 13. Must have a Tribal Gaming License (or the ability to obtain and maintain a license)
- 14. Must adhere to confidentiality policy.
- 15. Must successfully pass a pre-employment drug screening test and pass a criminal background check.
- 16. 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