



Spotlight 29 Casino

Job Title: Administrative Clerk
Department: Community Affairs
Job Type: Full - Time
Status: Non- Exempt

Job Summary:

Assist in Community Relations and Internal Charitable projects for the Casinos. Monitor and organize all donation requests and provide written recommendations to management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide outstanding customer service to guests and all other employees by exceeding our mission statement to be the premier entertainment experience in the Coachella Valley and the high desert.
- Use discretion and independent judgment with respect to matters of significance such as monitoring and organizing donation requests and provide written recommendation to management in the absence of the Director of Community Affairs.
- Manage calendar for the Director of Community Affairs.
 - Coordinate with Tribal Admin personnel for upcoming events to include, but not limited to, Tribal Board meetings to request to be placed on the agenda.
 - Schedule regular Donations and sponsorship meetings.
 - Schedule regular meetings for Theresa A. Mike Fashion Show.
 - Schedule meeting for the company Trusty health plan/ investment plan.
 - Reserve Tribal Board room for NALC.
- Screen incoming calls and correspondence and respond independently when possible.
- Organize programs, events, and/or conferences to include facilities, caterer, and invitations, and program information.
- Prepare records such as agenda, notices, minutes and resolutions for corporate meetings.
- Act as custodian of documents and records.
- Take and transcribe dictation and compose and prepare confidential correspondence, reports and other complex documents.
- Manage assigned unit's mail and screen incoming correspondence in order to refer correspondence to appropriate staff member for response and prepares unit's outgoing mail for pick-up.
- Order and maintain supplies and arrange for equipment maintenance.
- Prepare/distribute bulletins and newsletters regarding a wide variety of subjects.
- Remain current on modern office and job-specific procedures through job-related training courses in order to apply appropriate methodologies.
- Must be able to contribute creatively to all projects and have demonstrated strong designing skills and ability, including creative design solutions within the constraint of the internet.
- Follow established policies and procedures.
- Ensure compliance with all Minimum Internal Control Standards (MICS) as well as all Tribal Internal Control Standards (TICS)
- Must present a positive image of the Casino to its guests and vendors and to assist them as required.
- Must follow all safety policies and procedures and attend all scheduled safety meetings and training as a condition of employment.
- Perform any other duties that may be assigned from time to time.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

EDUCATION AND EXPERIENCE (MUST BE DOCUMENTED):

- Must possess a high school diploma or equivalent.
- Associate's or equivalent degree from two-year College or technical school preferred.
- Must type a minimum of 40 net words per minute.
- Three (3) years of increasingly responsible administrative experience.

CERTIFICATION, LICENSES AND ANY ADDITIONAL REQUIREMENTS:

- Must pass pre-employment and periodic random drug screens
- Must be able to pass background suitability investigation
- Must obtain a Tribal Gaming License
- Must provide proof of eligibility to work in the United States within 72 hours of employment
- Must have good written and verbal communication skills
- Must have a high degree of confidentiality

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, and talk or hear; use hands to finger, handle or feel; reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

- The Casino is open 24 hours per day, seven (7) days per week; therefore, you must be flexible to work any and all shifts.
- The Casino is a gaming facility.
- The Casino is not a smoke-free environment.
- Be aware that surveillance cameras and audio equipment monitor the premises recording activity throughout the facility on a 24-hour, 7 – day per week basis.