



**SUSANVILLE INDIAN RANCHERIA**  
745 Joaquin Street  
Susanville, CA 96130  
(530) 257-4921

### **VACANCY ANNOUNCEMENT**

<b>OPENING DATE OF ANNOUNCEMENT:</b>	<b>February 27, 2023</b>
<b>CLOSING DATE OF ANNOUNCEMENT:</b>	<b>March 14, 2024</b>
<b>POSITION TITLE:</b>	<b>Executive Assistant (Gaming)</b>
<b>SUPERVISES:</b>	<b>No</b>
<b>STARTING SALARY:</b>	<b>\$21.88 per hour</b>
<b>GRADE:</b>	<b>11</b>
<b>FLSA STATUS:</b>	<b>Non-Exempt</b>
<b>NUMBER OF POSITIONS:</b>	<b>1</b>
<b>STATUS:</b>	<b>Permanent</b>
<b>HOURS:</b>	<b>Full Time</b>
<b>BENEFITS:</b>	<b>Highly competitive package *See below</b>
<b>SUBJECT TO P.L. 101-630:</b>	<b>No</b>

Must **NOT** be a Susanville Indian Rancheria Tribal member, or related to any Susanville Indian Rancheria Tribal member, casino employee, or their spouses, including “significant others,” in non-marital relationships.

#### **GENERAL STATEMENT OF RESPONSIBILITIES:**

The Executive Assistant (Gaming) will support the day-to-day operations of the Susanville Indian Rancheria Gaming Commission (SIRGC) office and assist in all areas of compliance.

#### **SPECIFIC AREAS OF RESPONSIBILITIES:**

- Answers phones and redirects calls to appropriate individuals.
- Interacts with the public in a professional manner.
- Attends gaming commission meetings and is responsible for taking and transcribing minutes at the SIRGC meetings.
- Prepares agendas and all other associated SIRGC meeting documents.
- Coordinates and schedules various gaming commission meetings with casino management and gaming industry professionals to include preparation and distribution of necessary documents.

- Assists in the preparation of reports and research. Assists in compiling statistics and creating spreadsheets.
- Conducts SIRGC phone polls and prepares and submits gaming commission record of board actions.
- Assists with all areas of compliance including, but not limited to, auditing of slot machines, gaming machine chip verification, facility licensing, occupancy inspections, and shipping notifications of gaming devices and software.
- Will perform surveillance duties as needed.
- May provide logistical support for all meetings and conferences.
- May perform the duties of Licensing Agent if needed.
- Ensures all files are maintained in an organized manner. Compiles and maintains a list of files that are destroyed and are scheduled for destruction.
- Maintains and keeps a current library of all Federal, State, and Tribal gaming laws and regulations, Tribal policies and procedures, and Casino Tribal Internal Controls (TICS).
- Prepares departmental travel paperwork and submits to the fiscal department for processing.
- Ensures gaming commissioners receive pertinent communications as needed.
- Prepares and mails letters for gaming commission barred individuals.
- Acts as the gaming commission property and key custodian.
- Prepares department supply requisitions and coordinates purchase orders with the fiscal department.
- Maintains strict confidential information and protects key and confidential files.
- Assists in the preparation of and submits the gaming commission's tribal business council report to the tribal executive assistant within strict deadlines.
- Monitors and replenishes office supplies as necessary.
- Maintains petty cash.
- Other duties as assigned.

### **KNOWLEDGE SKILLS AND ABILITIES:**

- A. Must have excellent written and verbal communication skills.
- B. Ability to meet deadlines without supervision.
- C. Ability to write reports and correspondence.
- D. Ability to work in a second-hand cigarette smoke environment.
- E. Ability to work under pressure and meet sensitive time constraints.
- F. Ability to use Microsoft Word and Excel.
- G. Ability to type 40 words per minute.

### **MINIMUM QUALIFICATIONS:**

- 1. Must have a high school diploma or equivalent from an accredited high school.
- 2. Must have a valid California driver's license or license from current residence state.
- 3. Must pass pre-employment background check.
- 4. Must pass a pre-employment drug test.
- 5. Must have a valid CPR card or be able to obtain one within ninety (90) days of hire.

### **ADDITIONAL QUALIFICATIONS FOR THIS POSITION**

- 6. Associates degree in business administration or similar field or completion of a specialized course of study at a business or trade school or job specific skills acquired through on-the-job training or apprenticeship program. Two (2) years of experience may be substituted for (1) year of college.
- 8. One to three years of office experience similar or related to position.

### **WORKPLACE ENVIRONMENT:**

**1. PHYSICAL SAFETY:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending, carrying of light items, driving an automobile, etc. No special physical demands are required to perform the work.

**2. WORKING ENVIRONMENT:** Regular exposure to favorable conditions such as those found in a normal office.

## **PERFORMANCE EXPECTATIONS:**

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

## **PREFERENCE POLICY:**

- 1<sup>st</sup> Preference:            Enrolled member of a Federally Recognized Tribe.  
2<sup>nd</sup> Preference:            Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card.  
3<sup>rd</sup> Preference:            All other applicants.

## **SIR BENEFITS PACKAGE:**

The Susanville Indian Rancheria offers its full-time employees a highly competitive benefits package, including: annual cost-of-living increases (based on SSA COLA); eligibility for annual merit increases; twelve paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, vision, and life insurance; and 401(k) retirement plan.

## **HOW TO APPLY AND APPLICATION REQUIREMENTS:**

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: [www.sir-nsn.gov/human-resources/](http://www.sir-nsn.gov/human-resources/) (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma **AND** College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.
4. Copy of any other certifications required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.

7. **In additional we encourage you to provide a statement on how you meet each Minimum and Additional Qualifications and Knowledge, Skills, and Abilities.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to [wbrown@sir-nsn.gov](mailto:wbrown@sir-nsn.gov) or faxed to (530) 257-1895 or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.