



YAVAPAI-APACHE NATION
Tribal Gaming Office
Job Description

TITLE: LicensingTechOffice Specialist

EFFECTIVE DATE: June 2017

DEPARTMENT: Investigation/Licensing

REPORTS TO: Executive Director

SUMMARY OF FUNCTIONS

Licensing Tech/Office Specialist is responsible for a variety of complex and confidential information, which include secretarial and administrative duties for the Tribal Gaming Office.

MAJOR DUTIES AND RESPONSIBILITIES

- Maintains a log and daily recording of license applicants, Tribal Gaming Licensing application packets.
- Greets visitors in a friendly and professional manner; determines their needs, notifies the person(s) being visited; responsible for the reception area at all times; and ensures visitors to sign in and phones answered.
- Responsible for and records all packages coming to and leaving the Tribal Gaming Office.
- Responsible for metering all mail by using the postage machine.
- Works with the Gaming Commission Secretary to prepare items for the Gaming Commission Agenda.
- Prepares the Gaming Commission meeting packets.
- Operate telephone system and related office equipment; and operates the photo badge system to assist with preparing badges, if necessary.
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- Assist Administration in day-to-day activities.
- Maintain and reconciles State application billings.
- Establishes, maintains and files barring records and correspondence.
- Routes confidential mail as it pertains to background and internal investigations.
- Responsible for preparing the appropriate accounts payable forms to insure timely and accurate payment to the supplier or vendors of goods and services to the Tribal Gaming Office.
- Maintains an accurate file of the Vendor payments to insure accurate reconciliation at the end of each quarter.
- Prepare a quarterly report of the Administrative duties occurring within the Tribal Gaming Office.
- Driving Department vehicle as needed for office business.
- All other tasks assigned.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENT

- Must be at least twenty one (21) years of age.
- Must have a High School Diploma or GED.
- Must not have any felony convictions.
- Must qualify for and maintain a valid Class III Gaming License and Certification issued by the Arizona Department of Gaming.
- A minimum of two (2) years secretarial/receptionist skills.
- Excellent written and verbal communication skills.
- Proficient in computer application/work processing programs which include: Windows 7, Access, Excel, and Microsoft Word.
- Valid Arizona Driver's License and insurable by the Yavapai-Apache Nation's Insurance Carrier

RESTRICTION OF TRANSFER

Employees of the Yavapai-Apache Gaming Commission are limited in their ability to transfer employment to the Nation's gaming entity, Cliff Castle Casino/Hotel or any licensed position. A six month waiting period from the last day worked for the Gaming commission to the first day worked for the Casino/Hotel is required.

Pursuant to Resolution number 68-2004 of the Yavapai-Apache Nation, Tribal Members and their spouses are exempt from the six (6) month waiting period, with the exception of the Tribal Members terminated for violation of the Zero Tolerance Drug Free Workplace Policy.

Also must not have been employed by the Gaming Facility Operator within a ninety-day period immediately preceding employment with the Tribal Gaming Office, unless waived by the Gaming Facility Operator, and

Must qualify for and obtain a valid Tribal Gaming License and, unless a Tribal Member, certification by the state gaming agency.

PHYSICAL REQUIREMENTS

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job to include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Employee Acknowledgement

Date