



# Colville Tribal Gaming Commission

P.O. Box 1647 • 729 Jackson Street • Omak, Washington 98841

Office: (509) 422-7716 • Fax: (509) 422-7719 • Email: dannise.davisson@colvilletribes.com

POSITION: Senior Office Assistant (temporary up to 60 days)

SALARY: \$14.15 per hour

REPORTS TO: Administrative Services Manager

LOCATION(S): Gaming Headquarters (Omak)

**BASIC FUNCTIONS: Non-exempt.** Under supervision, performs a wide variety of duties including clerical, reception, office support and customer service duties within the Gaming Commission, and within established policies and procedures or by referral to the supervisor's guidelines. Administrative support is headquarter-centralized; however, associated with required duties of office support these duties extend regionally from Omak headquarters to Coulee Dam Casino, 12 Tribes Resort Casino and Mill Bay Casino for over 70 positions within the Commission and five Commissioners.

The incumbent assists the Gaming Director, supervisory staff and the Recording Secretary with coordinating and facilitating meetings and special events; assists and directs visitors, maintains supply inventory, record keeping inventory, and vehicle maintenance and upkeep. Additionally, the incumbent will serve as back up for the Timekeeper and Recording Secretary. The Commission's office needs will be met in an efficient and effective manner, and with an advanced level of confidentiality and work ethic in business, financial, and personnel matters.

## MINIMUM QUALIFICATIONS:

### Education and Training:

- High School Diploma or G.E.D.; AND twenty-four months of combined education and work experience at a lower level Office Assistant that demonstrates the ability to perform the duties of the position.
- Must complete the required Typing Test with a minimum of 55 WPM in order to be considered for the position.
- Must complete the required Grammar/Punctuation with a minimum score of 80% in order to be considered for the position.
- Applicants must be qualified and suitable for a Tribal gaming license under Tribal, State, and Federal requirements. ***A tribal gaming license application must be completed and submitted with CCT job application to be considered.***

### Knowledge, Skills, and Abilities:

- This position requires a working knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing.
- Requires a working knowledge of procedures associated with processing financial transactions such as purchase orders, change orders, and payment vouchers.
- Requires working knowledge of personal computer-based software that supports this level of work, including but not limited to word processing, spreadsheet, and database software (with data entry screens).
- Requires sufficient arithmetic skills to compute sums and statistics.
- Requires sufficient skill using the English language, grammar, and spelling, punctuation, proofreading/editing, to prepare standardized correspondence.
- Requires sufficient human relations skills to present a positive image of Tribe (and the Gaming Commission), convey technical information to others, and use patience in dealing with a diverse population.
- Knowledge of Robert's rules of order is a plus.

- Knowledge of tribal gaming laws, regulations and rules under the Colville Confederated Tribes, the Colville Tribal Gaming Commission, the Indian Gaming Regulatory Act (IGRA), the National Indian Gaming Commission (NIGC) and the CCT Tribal-State Compact for Class III Gaming with the State of Washington is preferred.
- Must be able to learn, understand and apply Tribal rules, regulations and policies.
- Requires the ability to perform all of the duties of the position in a high volume environment that may be dominated by distractions. Must be able to perform clerical and secretarial work with speed and accuracy.
- Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines.
- Requires the ability to use a personal computer to produce correspondence, informational materials, and conduct basic research.
- Requires the ability to maintain confidentiality of private and sensitive information.
- Requires the ability to maintain productive and cooperative relationships with supervisors, CTGC staff, Casino employees, external organizations, and the public using patience and courtesy.
- Must be able to demonstrate above average attendance.
- Must be able to work independently with accuracy and detail, but little supervision. Must be able to work a flexible schedule when required.
- Ability to transcribe minutes is a plus.
- Must be able to function indoors engaged in work of primarily a sedentary nature.
- Requires the ability to use near vision to write and to read printed materials and computer screens.
- Requires ambulatory ability to sit, often for long periods of time and to reach work materials.
- Requires manual and finger dexterity to write, or use a keyboard at an acceptable rate that meets department deadlines and accuracy standards, operate microcomputer, and use other standardized office equipment, almost constantly requiring repetitive motions.
- Must be able to operate various Commission vehicles for travel to the casino sites and to the Tribal Agency.
- Must be able to tolerate a smoke-filled environment when at those sites.
- In addition, this position requires the ability to lift and carry up to 35 pounds (lbs.) at a time.
- Must adhere to **STRICT CONFIDENTIALITY** with all work-related information.
- Must adhere to a healthy, drug-free lifestyle in compliance with CCT policy and Commission requirements.

**NOTE:** Pursuant to CBC Resolution 2013-333, "Employees are subject to post-accident and reasonable suspicion drug testing;" and pursuant to the Commission Personnel Addendum, Commission employees are subject to pre-employment/pre-appointment and random drug & alcohol testing.

**TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY**

**PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE EQUALLY QUALIFIED  
WITHIN EACH INDIAN PREFERENCE**

**CLOSING DATE:** Monday, October 21; 4:00 p.m.

**MAIL YOUR APPLICATION TO:** Colville Tribal Gaming Commission  
Physical Address: 729 Jackson Street  
Mailing Address: PO Box 1647  
Omak, WA 98841  
(509) 422-7716  
dannise.davisson@colvilletribes.com

**Must possess and maintain a valid Washington State driver's license and be eligible for the Tribes' Vehicle Insurance.  
In addition, this position is subject to pre-employment background clearances, and clearance must be maintained throughout employment.**