

JOB OPENING ANNOUNCEMENT

(Repost)

Job Title: Licensing Office Specialist

Reports to: Executive Director

Department: TGO

Job Vacancy: YAN-23-055

Status: Full Time; Non-Exempt

Starting Wage: \$15.75 per hour

Opening Date: 6/26/2023

Closing Date: Until Filled

POSITION DESCRIPTION:

Responsible for a variety of complex and confidential information, which include secretarial and administrative duties for the Tribal Gaming Office.

QUALIFICATIONS:

- Must be at least twenty-one (21) years of age.
- Must have High School Diploma or GED.
- Must have and maintain a valid Arizona Driver License and be insurable under the Nation's automobile coverage.
- Must qualify for and obtain valid Class III Gaming License and Certification issued by the Arizona Department of Gaming.
- Be able to sit or stand for long period.
- A minimum of two (2) years office administration experience.
- Excellent written and verbal communication skills.
- Proficient in computer application/word processing programs which includes the following: Windows 95, Access, Excel, Power Point, and Microsoft Word.

DUTIES AND RESPONSIBILITIES:

- Maintain records of license applicants, prepare badges, and interact with casino Human Resource Division on licensing issues.
- Greets visitors in a friendly and professional manner; determines their needs, notifies the person(s) being visited and offers and serves coffee if more that a 5-minute wait is likely; responsible for reception area at all times.
- Operate telephone system, photo badging system and related office equipment.
- Create reports and design various forms as needed.
- Follow-up on investigative assignments as applicable and to apply policy and procedure guidelines and Compact/Ordinance requirements.
- Assist Administrations in day-to-day activities.
- Maintain and reconcile State application billings.
- Establish and maintain proprietary records and correspondence.
- Route confidential information as it pertains to background and internal investigations.
- Coordinate and process internal and external correspondence.

- Responsible for Vendor Sponsorship Letters.
- Responsible for preparing Vendor Certification.
- Tasks as assigned.

How to apply: Please submit your resume and application to:
Yavapai-Apache Nation / Human Resources
2400 W. Datsi / Camp Verde, AZ 86322
P: 928-567-1062 / Fax: 928-567-1064
www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**

