

## JOB OPENINGS

The following applies to the three jobs listed on page 10.

**EVALUATION CRITERIA:** The following criteria will be used to identify the best-qualified applicant:

- |               |                     |
|---------------|---------------------|
| A. Education  | D. Work Performance |
| B. Experience | E. Performance Test |
| C. Training   | F. Interview        |

**HOW TO APPLY:** All applicants must submit a tribal "Application for Employment Form." Applications must be postmarked by the closing date. **To receive credit for training or education, documentation must be provided.** *If applying for more than one position, separate applications will be required for each position.*

### SEND APPLICATIONS TO:

Confederated Tribes of Siletz Indians  
Attn: Personnel Officer  
P.O. Box 549  
Siletz, OR 97380

The tribe's Indian Preference Policy will apply. The high school diploma/GED requirement will be waived for enrolled tribal elders (age 55 and older). All persons selected must pass the drug testing procedures described in the tribe's personnel manual prior to the hiring date. A valid driver's license will be required (if placed in job description) by the date of employment.

"Except as provided by the Indian Preference Act (Title 25, U.S.C., Section 472 and 473) and as described in the Siletz personnel manual, tribal government will not discriminate in selection because of race, creed, age, sex, color, national origin, physical handicap, marital status, politics, membership, or non-membership in an employee organization.

**For more information and tribal application, call 1-800-922-1399 or 541-444-2532.**

### JOB DESCRIPTION

**POSITION:** Siletz Tribal Gaming  
Commission Administrative Assistant  
**LOCATION:** Siletz Tribal Gaming  
Commission, Lincoln City, OR  
**SALARY:** TL-7

**SCOPE OF WORK:** Provide administrative support to the Commission in completing the requirements of the licensing process and other applicable regulatory functions. Support and ensure careful, efficient completion of the Commission's administrative functions.

**MINIMUM REQUIREMENTS:** High school diploma or GED. Demonstrated application of technical skills related to executive-level administrative support; specifically, but not limited to, using a fax machine, multi-line telephone, personal computer, photocopier, filing systems, data input, etc. Must type at least 55 wpm and possess demonstrated knowledge of English, grammar, spelling, and punctuation. Documented certification of skill in using personal computer; specifically, applied use of the following software applications: Microsoft Word, Microsoft Access, Microsoft Excel, and Microsoft Mail. Ability to comprehend all applicable, controlling documents (e.g., compact, rules and regs, policies and procedures, etc.). Proven application of and compliance with guidelines, codes, regulations, etc., in performing work duties. Must be registered notary at time of employment. Experience presenting complex information to diverse groups. Must be eligible for tribal gaming license.

**RESPONSIBILITIES:** Compliance with and application of guidelines, documents, policies, procedures, etc. Use of judgement in applying policies and procedures. Primary responsibility for administrative function of Commission license process.

**SPECIFIC JOB DUTIES:** Create and maintain Siletz Tribal Gaming Commission gaming license files. Primary liaison to Chinook Winds regarding license status of applicants. Generate weekly licensing report to Commission and Chinook Winds. Maintain administrative contact with outside regulatory agencies and personnel (e.g., generate and submit applications and fingerprints, picture, cover memo, etc.). Review documents related to database and Commission records for completeness and accuracy. Conduct weekly license applicant orientation program. Purchase Commission office supplies as necessary. Notarize applications submitted to Commission.

Contact the Siletz Tribal Gaming Commission at 1-800-789-5189 or 541-996-5495 about these two jobs.

### JOB DESCRIPTION

**POSITION:** Receptionist/Clerk  
**LOCATION:** Lincoln City, Oregon  
**SALARY:** TL-5  
**SUPERVISOR:** Siletz Tribal Gaming  
Commission Chairman  
**CLASSIFICATION:** Full-time, Non-exempt

**INTRODUCTION:** Provide reception, clerical and administrative support services to the Siletz Tribal Gaming Commission.

**MINIMUM REQUIREMENTS:** High school diploma or GED. Ability to type 40 wpm accurately. Experience working with word processing, database, and spreadsheet software. Knowledge of correct punctuation, capitalization, spelling, and grammar. Experience working with various office equipment, including photocopier, calculator, fax, and multi-user telephone system. Ability to work under pressure with the flexibility to handle several jobs at one time. Experience working with the public and maintaining good working relationships with co-workers. Must be an effective communicator and organizer. Must maintain confidentiality. Must maintain a well-groomed business-like appearance as described in the CTSI management manual. Must possess valid Oregon driver's license and have use of personal, reliable transportation.

**RESPONSIBILITIES:** Provide assistance to the Siletz Tribal Gaming Commission, including typing, copying, distributing, filing, purchasing, and answering telephones. Provide clerical support to Gaming Commission licensing process. Receive, sort, and distribute daily mail and correspondence. Greet and direct visitors to appropriate personnel or department, handling routine requests within capabilities. Assist with scheduling appointments, meetings, and travel arrangements. Prepare letters, court filings, memorandums, outlines, exhibits, and other items. Provide relief for other administrative clerical positions upon request. Participate in training programs, attend staff meetings, and share general office housekeeping duties with other staff members. Other duties as assigned.

*All new employees serve a six-month probation period to enable the chairman to determine their suitability as a Commission employee. After the six-month probation period, the employee will be evaluated on his/her performance and at that time, it will be decided if the employee is entitled to regular employee status.*