



Cow Creek Gaming & Regulatory Commission

Position Description

Position Title: Administrative Assistant

Department: Gaming Commission

Reports To: Executive Director

FLSA Designation: Non-Exempt

Date Written/Revised: 02/26/2020

POSITION PURPOSE:

Performs administrative and office support activities for the Cow Creek Gaming & Regulatory Commission (CCGRC). Provides a professional image to walk-in customers and clients as well as those making phone contact. Position ensures that accurate accounting books and files are maintained for payables and receivables. Will assist the gaming inspectors and surveillance department, as needed. Prepares correspondence, reports, and forms for the Executive Director, as needed.

ESSENTIAL FUNCTIONS:

- Performs administrative and office support activities for the CCGRC.
- Answer phones, answer questions, or directs caller to proper person.
- Assists persons calling or walking-in, and records messages as needed.
- Distribute in-coming correspondence and prepare outgoing.
- Filing, copying, faxing, and other general office duties.
- Enter procedure violations into data base and file in personnel folders.
- Maintain and update internal controls as needed.
- Maintain vendor gaming licenses.
- Maintain CCGRC SharePoint site.
- Maintain CCGRC accounting books; accounts payable/accounts receivable, prepare billing, and track purchase orders.
- Responsible for the ordering and distribution of supplies.
- Prepare reports and correspondence for Executive Director and do research as needed.
- Coordinates the maintenance and regular service on the CCGRC building.
- Assist Executive Assistant with licensing functions in her absence or as needed.
- Maintain confidentiality with verbal, written and electronic information. Limit access to information on a job-related, need-to-know basis.
- Completes special projects as assigned by Executive Director.

Initials_____

QUALIFICATIONS:

- High School Diploma or GED.
- A minimum of 2 years office experience.
- Proficiency in Microsoft Office Suite of programs, with specific strength in word processing and Excel.
- Experience in office machines and multi-phone systems preferred.
- Able to work independently, or with little supervision, and in a team environment.
- Ability to obtain a Class III Gaming License, which requires a minimum age of 21.

Initials_____

Initials_____