

Tribal Gaming Commission

5825 Highway 21; Atmore, Alabama 36502 * Telephone (251) 368-1811 · Facsimile (251) 446-9549

JOB ANNOUNCEMENT

POSITION: LICENSING CLERK (One (1) vacancy)
DEPARTMENT: TRIBAL GAMING COMMISSION
REPORTS TO: LEAD LICENSING AGENT
STATUS: REGULAR FULL-TIME
ASSIGNED LOCATION: WIND CREEK WETUMPKA (2nd shift 11:00 am to 8:00 pm)
ADVERTISING: TRIBAL WIDE & PUBLIC
OPENING DATE FOR APPLICATIONS: **Monday, June 13, 2022**
CLOSING DATE FOR APPLICATIONS: **Monday, June 27, 2022 AT 5:00 P.M.**

LICENSING CLERK

The Licensing Clerk is a regulatory position responsible for assisting in developing, maintaining, and tracking all records and support documentation pertaining to gaming applicants and vendors subject to the licensing process as defined by the Tribal Gaming Commission and applicable Federal Law. This job description is not an all-inclusive list of the duties and responsibilities of this position. The Licensing Clerk is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs.

SUPERVISORY CHAIN OF COMMAND

The Licensing Clerk is supervised by the Lead Licensing Agent.

CLASSIFICATION

This is a non-exempt position.

DUTIES AND RESPONSIBILITIES

1. Responsible for greeting vendors of the Gaming facility and directing them appropriately.
2. Responsible for entering data from applications and various paperwork as well as general filing, copying and other office related functions.
3. Identify confidential information and follow procedures for safeguarding such information.
4. Provide guidance to vendors and employees seeking licensing to obtain information or assistance as needed.
5. Ensure the Vendor entrance is covered at all times during assigned hours.
6. Complete general errands or projects as directed by the appropriate person.
7. Obtaining, entering, and maintaining pertinent documents, information, and statistical data into the computer system for both vendors and gaming employees as directed by the appropriate person.
8. Maintain familiarization with all services provided by the Gaming Commission in order to answer questions from the public and direct them properly.
9. Fingerprinting new employees when needed.
10. Processing vendor and employee license renewals as needed.
11. Perform other duties as assigned by the appropriate person.

MINIMUM QUALIFICATIONS

1. Accredited High-school diploma or GED required.
2. One (1) year verifiable employment experience in a confidential office/ clerical setting required.
3. Must be capable of obtaining a notary commission.
4. *Skilled in the operation of standard office machinery such as calculator, copier, fax, and other similar equipment.
5. *Demonstrated proficiency in grammar, spelling, punctuation, and writing composition skills.
6. *Working knowledge of computers with the ability to work in a Windows environment with various software programs such as Word, Excel, etc.
7. Must be able to efficiently work and communicate both verbally and in writing with other staff members and general public.
8. Must possess a high level of maturity and integrity with the ability to maintain confidentiality.
9. Must be willing and able to work odd & irregular work hours at remote gaming facilities.
10. Must be capable of establishing workload priorities & balancing diverse projects.
11. Must successfully pass a background investigation as required by the National Indian Gaming Commission (NIGC).
12. Must possess a valid state driver's license.
13. Must travel and participate in training and networking events via air or ground vehicle as applicable or instructed.
14. Able to work in a smoke/secondary smoke environment and sit or stand for extended periods of time in a confined space.
15. Able to perform all duties and responsibilities of this position.

**Applicable knowledge, skills, computer, and abilities exams conducted to determine qualification.*

Salary Range - \$12.92 - \$19.38

PREFERENCE SHALL BE GIVEN ACCORDING TO THE TERO ORDINANCE OF THE POARCH BAND OF CREEK INDIANS. DFWP.

Every applicant must complete an application provided by the Tribal Gaming Commission Office or online at www.pci-tgc.org . Applications must be received at the address above prior to the closing date of applications. A resume will not be accepted in the place of an application. **Incomplete applications will not be considered for this position.**
Complaints about the recruitment or selection process for employment should be directed in writing to the office of the Administrator of the TGC.