

Tribal Gaming Commission

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

JOB ANNOUNCEMENT

POSITION: ADMINISTRATIVE CLERK
DEPARTMENT: TRIBAL GAMING COMMISSION
REPORTS TO: EXECUTIVE ASSISTANT
STATUS: REGULAR FULL-TIME
ASSIGNED LOCATION: TGC ATMORE – MAIN OFFICE
ADVERTISING: Tribal Wide & Public
OPENING DATE FOR APPLICATIONS: **Monday, November 18, 2024**
CLOSING DATE FOR APPLICATIONS: **Wednesday, December 4, 2024 AT 5:00 P.M.**

ADMINISTRATIVE CLERK

The Administrative Clerk is responsible for clerical support functions pertaining to the Tribal Gaming Commission (TGC) Administration department. This Job description is not an all-inclusive list of the duties and responsibilities of this position. The Administrative Clerk is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs.

SUPERVISORY CHAIN OF COMMAND

The Administrative Clerk reports to the Executive Assistant.

CLASSIFICATION

This is a non-exempt position.

DUTIES AND RESPONSIBILITIES

1. Responsible for greeting the public/staff and answering incoming phone calls, providing people with proper information and data and/or directing them to the appropriate offices.
2. Takes complete and thorough messages in the absence of staff and relays accordingly.
3. Responsible for ensuring front office is covered at all times coordinating appropriately for lunch and scheduled breaks
4. Processes all incoming and outgoing mail to applicable department personnel.
5. Assists as needed with the processing of credit card receipts and purchase orders/requisitions via the OnBase system which includes those necessary for employee travel.
6. Responsible for maintaining/updating office supply inventories including ordering, processing, storing and distributing supply order. Assists the custodian as needed with the ordering of cleaning supplies and the tracking of cleaning supplies for future orders.
7. Responsible for scheduling of regular maintenance of vehicles, emergency repairs to vehicles, and tracking repairs to each vehicle within the TGC fleet.
8. Responsible for updating the Microsoft Outlook centralized calendar and relaying information as necessary.
9. Assists with preparation of TGC meetings which includes, but is not limited to making copies, preparing folders, and ordering and picking up of food and supplies.
10. Run errands for the organization as instructed by the Supervisor,
11. Performs other duties as assigned by appropriate personnel.

MINIMUM QUALIFICATIONS

1. Accredited High School Diploma or equivalent required.
2. One (1) year verifiable employment experience in a confidential setting involving communication skills and general office/clerical duties required.
3. *Skilled in the operation of standard office machinery including a calculator, copier, fax, and other similar equipment.
4. *Demonstrated efficiency in grammar, spelling, punctuation, and writing composition skills.
5. *Working knowledge of computers with the ability to work in a Windows environment with various software programs such as Word, Excel, etc.
6. Must be able to effectively work & communicate both verbally and in writing with other staff members and general public.
7. Must be well organized and detail oriented.
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.
15. Able to perform all duties and responsibilities of this position.

***Applicable knowledge, skills, computer, and abilities exams may be used to determine qualification.**

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

Salary Range: \$16.13 - \$24.20