

# ABSENTEE SHAWNEE TRIBE

## Job Description Form

Division/Department	Gaming Commission		
Location	Absentee Shawnee Gaming Commission 15700 E. St. Hwy 9 Norman, Oklahoma 73026		
Job Title	Executive Assistant/Licensing Agent		
Reports to	Leslie Tanyan	<i>Title</i>	Executive Director of AST Gaming Commission

Level/Grade	Type of position:	Hours <u>40</u> / week
	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Rate: <input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Salary

### GENERAL DESCRIPTION

The Executive Assistant will provide support to the Executive Director of the AST Gaming Commission and represent the executive to others in a professional manner. The executive assistant will prepare reports, correspondence, schedule meetings, and prepare agendas, minutes and other job duties consistent with an executive assistant position. In addition, the executive assistant will perform the duties of employee licensing agent. The licensing agent will conduct investigations to determine eligibility for a key or non-key gaming license.

### RESPONSIBILITIES

- Prepare agenda, minutes, and posts meeting notices for Gaming Commission meetings.
- Manages and maintains Executive Director's schedule, teleconferences and travel.
- Prepares reports by collecting and analyzing information.
- Prepares invoices, memos, letters, and budget modifications using Word, Excel, Access or PowerPoint.
- Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.
- Ensures operations of equipment by completing preventive maintenance requirements, following M/F instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintains professional and technical knowledge; welcome guests, applicants and employees in person, phone or answering/directing inquiries.
- Conducts thorough background investigations to make determinations whether or not the applicants meet the eligibility requirements to obtain a key or non-key gaming license.
- Use electronic fingerprint machine for key gaming license applicants.
- Correspond with the National Indian Gaming Commission regarding applications and eligibility determinations.
- Maintains applicant's files and database.
- Protects the confidentiality of background information of each applicant.
- Must act with discretion and confidentiality in handling sensitive material and will be required to sign and adhere to a confidentiality agreement.
- Interact with the representatives from the NIGC, State and AST Gaming Commissioners.
- Performs other duties as assigned by the Executive Director.

### QUALIFICATIONS/EXPERIENCE

- Writing Skills, Reporting Skills, Supply Management, scheduling, Organization, Time Management
- Microsoft Office, Organization, Presentation Skills, Office Equipment Maintenance, Travel Logistics, Verbal Communication
- Excellent Typing skills
- Bachelor's Degree in Business Administration, Public Administration or Criminal Justice or 3-5 years' experience working for an Executive or in Indian Gaming. Will also consider an Associate's degree with work experience.
- Prefer 1-2 years Indian Gaming /regulatory experience
- Must possess a valid driver's license.

Division/Department	Gaming Commission		
Location	Absentee Shawnee Gaming Commission 15700 E. St. Hwy 9 Norman, Oklahoma 73026		
Job Title	Executive Assistant/Licensing Agent		
Reports to	Leslie Tanyan	<i>Title</i>	Executive Director of AST Gaming Commission
	<ul style="list-style-type: none"> <li>• Must be able to pass a background investigation and obtain a key license.</li> <li>• Must be able to travel if necessary.</li> <li>• Must be able to pass a background check and drug screen.</li> <li>• Native American Preference/EOE/Drug Free Workplace</li> </ul>		

REVIEWED BY		<i>Title</i>	
APPROVED BY	Leslie Tanyan	<i>Title</i>	Executive Director
DATE POSTED			
DATE HIRED			
CLOSING DATE			