

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-171 **Issue Date:** 10-07-14 **Closing Date:** 10-20-14

Administrative Compliance Specialist
Gaming Commission Administration
Department of Yakama Nation Gaming Commission
Hourly Wage: \$25.32/Full-Time/Regular

The Administrative Compliance Specialist will provide administrative and compliance support to the Executive Director and when able to the Gaming Commissioners including management scheduling, general office processing, information and document organization, assistance with development and review of regulations and documents, review and tracking of regulatory incidences for remedial action, meeting and event planning and the coordination of all community, public and employee relations activities. Evaluate the adequacy of internal and operational controls to assist with promoting asset protection in a gaming environment. Establish a tracking mechanism that provides statistical data. The Administrative Compliance Specialist will be primarily responsible for ensuring smooth operations of the Administrative Director and Gaming Commissioner offices.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of tribal administration and general office practices and procedures.
- Must have a strong working knowledge of the history of Indian Gaming and of the Yakama Nation as it relates to gaming.
- Must know and understand all Commission regulations, the Washington Tribal-State Compact, the Yakama Nation Gaming Ordinance and all other rules and regulations pertaining to the Commission in order to educate the general public and the Yakama Nation membership of the functions of the Commission.
- Skilled and proficient in various personal computer applications, including Microsoft Word, Excel, Access, PowerPoint, Visio, Project and Publisher.
- Ability to take initiative in completion of tasks and in development of information.
- Ability to excel under pressure and maintain a positive focus in stressful situations.
- Ability to speak at public events and before large groups.
- Ability to demonstrate strong project coordination skills, including the ability to manage priorities and satisfy deadlines.
- Ability to demonstrate exemplary customer satisfaction skills, including dealing effectively with the public, elected officials and Commission staff, both in person and over the telephone.
- Ability to inspire involvement and commitments from others.
- Ability to demonstrate creative and innovative techniques for performing assignments; must be highly creative and energetic.
- Ability to demonstrate exceptional verbal and written communication skills that ensure the appropriate exchange of accurate information that conveys the proper message.
- Ability to establish and maintain cooperative relationships with the Gaming Commissioners, employees of the Commission, Legends Casino associates and the public.
- Must be self-motivated and effective in an independent working environment.
- Must maintain the highest standard of public trust, confidentiality, professionalism and loyalty.

General Recruiting Indicators:

- Bachelor's degree with college coursework in business administrative, communication or management or a willingness to commit to further education. AND a minimum of two years of experience in gaming, general office administration, compliance, regulatory or executive assistance experience. OR
- Any equivalent combination of education and work experience may be substituted for required qualifications.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.
- Required to pass an annual thorough criminal background investigation.
- This position is an exempt position that requires a 40 hour workweek. Due to the unique demands of the Administrative Compliance Specialist, position may occasionally require working non-traditional office hours may be required to participate in community events or respond to emergency situations.