



CHOCTAW GAMING COMMISSION

PHONE: (601)656-6038 / (601)656-6129

MISSISSIPPI BAND OF CHOCTAW INDIANS
P.O. BOX 6045
CHOCTAW, MS 39350

JOB ANNOUNCEMENT #076350

POSITION TITLE: Licensing Front Desk Clerk
SUPERVISOR: Licensing Manager
OPENING DATE: OCTOBER 19, 2022 ^{6:00} OCT 19 2022
CLOSING DATE: OCTOBER 26, 2022 OR UNTIL FILLED
SALARY: Grade 8
TYPE OF EMPLOYMENT: Non-Exempt

SCOPE OF WORK

The Licensing Front Desk Clerk is primarily responsible for the operation of the Choctaw Gaming Commission's Licensing Department's front counter. This includes being heavily involved in processes for a gaming license or work permit for all gaming properties. The incumbent will perform other clerical and or secretarial functions including, but not limited to, receptionist duties, dispatching duties, typing, filing, email correspondence, and other administrative duties.

RESPONSIBILITIES AND DUTIES

The Licensing Front Desk Clerk is responsible for the Following:

1. Reports to the Licensing Manager.
2. Acts as a receptionist, including screening telephone calls and visitors.
3. Greets all visitors to the office in a friendly and courteous manner and directs them to the appropriate person or resource.
4. Operates the BadgePass system; a system which formats and prints various badge styles.
5. Operates the Point-of-Sale (POS) computer system for all sales transactions each day.
6. Must reconcile all POS transactions and prepare bank deposit each day.
7. Maintain confidentiality of CGC records and licensing information.
8. Obtain and maintain a security clearance for confidential information.
9. Receive and log all FedEx and UPS parcel deliveries to the Commission.
10. Adhere to the Choctaw Gaming Commission's Code of Conduct and the Tribal Personnel Policies and Procedures.

The Licensing Front Desk Clerk shall perform the following Duties:

1. Manages all badge renewal process and takes payment.

2. Conducts process for printing of replacement badge and takes payment.
3. Expedites New Hire/Re-Hire processing for all individuals attempting to obtain a gaming license or work permit. Takes processing fees.
4. Creates and maintain a monthly Badge Renewal List of all licenses and work permits which are due to expire. Also distributes said list to the Pearl River Resort Human Resources Department and the CGC Gaming Inspector Department to achieve a set goal.
5. Other duties as assigned by the Licensing Manager, or as requested by the Commission.

WORK ENVIRONMENT

The position is located in an office environment.

QUALIFICATIONS

1. High school diploma or GED equivalent
2. Ability to communicate effectively. Choctaw speaking ability is a plus.
3. Must be comfortable meeting and working with the general public.
4. Able to operate general office equipment including copier, fax machine, office telephone system, etc.
5. Must have office computer skills with working knowledge of at least the following or comparable software: Windows (10), Office 365, Microsoft Word, Microsoft Excel, Microsoft-TEAMS.
6. Must be willing to undergo and pass with negative results a background check and drug testing.
7. Possess adequate transportation, current driver's license, and liability insurance.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when to qualified member of MBCI, who has applied for the position, can be trained up upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350