

Position: Executive Assistant
Department: Gaming
Supervisor: Executive Director
Supervises: No one
FLSA Status: Non-Exempt

Position Summary:

Under immediate general supervision of the Sac and Fox Nation Gaming Commission's Executive Director.

Duties and Responsibilities:

- Manage and maintain Gaming commissioners and Executive Director's schedules.
- Attend Gaming Commission meetings in order to record minutes.
- Independently compiles and prepares recurring reports and other documents, using word processing, spreadsheet, and/or presentation software.
- Independently compiles and prepares memos, letters, narrative/statistical reports, and minutes for signature of the Executive Director or Gaming Commissioners.
- Proofreads all work for accuracy and appropriate format prior to signature of the Executive Director and Gaming Commissioners.
- Performs general office duties such as ordering supplies, maintaining records, management systems, and performing basic bookkeeping work.
- Greet visitors and determine whether they should be given access to specific individuals.
- Prepares responses to correspondence containing routine inquiries.
- File and retrieve records and report of the Commission.
- Make travel arrangements for the Gaming commission and Gaming staff.
- Open, sort and distribute incoming correspondence, including faxes and email.
- Read and analyze incoming memos, submissions and reports in order to determine their significance and plan their distribution.
- Prepare agendas and make arrangements for Business Committee, Commission and other meetings.
- Provides administrative assistance to Licensing Investigators as required.
- Completes other duties and special projects as assigned.

Knowledge, Skills, and Abilities:

- Thorough knowledge of modern office practices and procedures and the use of office machines and equipment to include word processing, managing files and records, designing forms and others.
- Ability to communicate effectively orally and in writing.
- Sufficient skill in typing to complete 50 wpm accurately and the ability to take sufficient notes at a meeting to prepare an accurate record of events.
- Ability to obtain gaming license from the Sac and Fox Gaming Commission.

Education and Experience:

- Minimum Education – High School Diploma or GED.
- Two (2) years experience as a Secretary performing complex and responsible stenographic and clerical duties
- Gaming experience preferred.
- Experience with Microsoft Word, Excel, etc., preferred.
- Advanced training in typing and general office procedures
- Experience in modern office procedures and office equipment, i.e. (Dictaphone, typewriter, copying machine, computers, etc.)
- Willing and able to work flexible hours
- Combination of education and experience may be considered