

CHAIRMAN
RUDOLPH H. WAMBSGANS, III

COMMISSIONERS
BOBBY PIERITE, SR.
SHELIA AUGUSTINE
AUBERY NEWMAN (1940-2002)
CATHERINE PIERITE FARBE (1953-2021)

COMMISSIONER EMERITUS
CECIL WILLIAMS (1929-2022)



VACANCY ANNOUNCEMENT

TBTGC001/23

AGENCY: Tunica-Biloxi Tribal Gaming Commission

POSITION: Senior Executive Administrative Assistant/Paralegal

SALARY: Depending on experience

POSTING DATE: March 06, 20232

CLOSING DATE: March 24, 2023

Summary:

The Executive Administrative Assistant with Paralegal experience would provide high level administrative support to a Board of Gaming Commissioners such as taking calls, scheduling meetings, managing executive requests, and other office duties. They may also oversee office functions and supervise lower-level office employees. The minimal requirements to fulfill the duties and responsibilities are, but not limited to;

Requirements:

- BS or Associates degree in Office Management and/or Paralegal studies, minimum.
- 5 years' experience as an Executive Administrative Assistant, Senior Executive Assistant or in other senior secretarial position, HR experience a plus.
- Must submit to background investigation to qualify and obtain a Tribal Gaming License and State Certification.
- Full comprehension of office management systems and procedures.
- Proficient in English
- Excellent knowledge of MS Office, Excel, and PowerPoint.
- Exemplary planning and time management skills
- Up-to-date with advancements in office gadgets and applications.
- Ability to multitask and prioritize daily workload.
- High level verbal and written communications skills.
- Discretion and confidentiality

Tasks:

- Schedule and attend meetings.
To take notes, dictation and/or prepare recorded minutes,

- Compile, transcribe, and distribute minutes of meetings.
- Coordinate and direct office services and filing such as records for budget, finance, personnel related to employment, benefits and medical.
 - Greet visitors and determine whether they should be given access to specific individuals.
 - Maintain legal documents and organize relevant documents for attorney review
 - Make travel arrangements.
 - Manage and maintain executives' schedules.
 - Open, sort, and distribute incoming correspondence, including faxes and email.
 - Prepare invoices, reports, memos, letters, financial statements, and other documents, using word processing, spreadsheet, database, and/or presentation software.
 - Prepare responses to correspondence containing routine inquiries.
 - Conduct basic bookkeeping and complete banking transactions.
 - Communicate with employees, and other individuals to answer questions, disseminate or explain information, and address complaints.
 - Answer telephones, direct calls and take messages.
 - Operate office machines, such as photocopiers and scanners, facsimile, voice mail systems and personal computers.
 - Compute, record, and proofread data and other information, such as records or reports.
 - Manage traditional paper or electronic filing systems.
 - Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
 - Review files, records, and other documents to obtain information to respond to requests.
 - Provide Notary Public services.
 - Works with Hearing Clerk at times for scheduling purposes and provides administrative functions associated with this task as needed.
 - Receive payment and record receipts for commission services.
 - Schedule appointments and maintain and update appointment calendars.
 - Negotiate with vendors.
 - Manage commission stock rooms and libraries and order necessary office supplies as needed.
 - Conduct research on a myriad of topics to fulfill the Commission mission to effectively regulate a tribal gaming operation, as needed.
 - Training and /or supervising clerical and receptionist workers.
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This position is subject to tribal, spousal, and Indian preference in accordance with Title XX of the Tunica-Biloxi Tribal Code.

Interested candidates please submit a completed resume and cover letter to:

Tunica-Biloxi Tribal Gaming Commission
Attn: Bobby Pierite Sr.
164 Yuroni Trail
Marksville, LA 71351

All Tunica-Biloxi employment opportunities will be posted on the Paragon Casino Resort website at www.paragoncasinoresort.com.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica-Biloxi Tribe and the Tribal Gaming Commission reserves the right to amend and change responsibilities to meet business and organizational needs.