

JOB OPENING ANNOUNCEMENT

Job Title: Licensing Office Specialist

Reports to: Executive Director

Department: TGO

Job Vacancy: YAN-25-69

Status: Full Time; Non-Exempt

Starting Wage: \$16.00 per hour

Opening Date: June 16, 2025

Closing Date: Until Filled

POSITION DESCRIPTION:

Licensing Tech/Office Specialist is responsible for a variety of complex and confidential information, which include secretarial and administrative duties for the Tribal Gaming Office.

QUALIFICATIONS:

- Must be at least twenty one (21) years of age.
- Must have a High School Diploma or GED.
- Must not have any felony convictions.
- Must qualify for and maintain a valid Class III Gaming License and Certification issued by the Arizona Department of Gaming.
- A minimum of two (2) years secretarial/receptionist skills.
- Excellent written and verbal communication skills.
- Proficient in computer application/work processing programs which include: Windows 7, Access, Excel, and Microsoft Word.
- **Valid Arizona Driver's License and insurable by the Yavapai-Apache Nation's Insurance Carrier**

DUTIES AND RESPONSIBILITIES:

- Maintains a log and daily recording of license applicants, Tribal Gaming Licensing application packets.
- Greets visitors in a friendly and professional manner; determines their needs, notifies the person(s) being visited; responsible for the reception area at all times; and ensures visitors to sign in and phones answered.
- Responsible for and records all packages coming to and leaving the Tribal Gaming Office.
- Responsible for metering all mail by using the postage machine.
- Works with the Gaming Commission Secretary to prepare items for the Gaming Commission Agenda.
- Prepares the Gaming Commission meeting packets.
- Operate telephone system and related office equipment; and operates the photo badge system to assist with preparing badges, if necessary.
- Assist Administration in day-to-day activities.
- Maintain and reconciles State application billings.
- Establishes, maintains and files barring records and correspondence.
- Routes confidential mail as it pertains to background and internal investigations.
- Responsible for preparing the appropriate accounts payable forms to insure timely and accurate payment to the supplier or vendors of goods and services to the Tribal Gaming Office.

- Maintains an accurate file of the Vendor payments to insure accurate reconciliation at the end of each quarter.
- Prepare a quarterly report of the administrative duties occurring within the Tribal Gaming Office.
- Driving Department vehicle as needed for office business.
- All other tasks assigned.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**

