

**JOB OPENINGS  
MAY 17, 2021**



**NEZ PERCE TRIBAL ENTERPRISES  
PO BOX 327  
LEWISTON, ID 83501  
PH: 208.298.1168 FAX: 208.746.2845**

In accordance with NPTEC Administrative Actions January 24, 2017 all current NPTE employees, current employees from other entities (*NPT, NiMiiPuu Health, NPT Housing, & Law & Justice*), and *enrolled Nez Perce Tribal members* will be considered for all "In House" employment. TRIBAL PREFERENCE WILL APPLY.

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**NOTICE**

To help lessen the spread of coronavirus, the Human Resource Department strongly encourage potential candidates to contact us by phone or email. This decision has been made to follow social distancing recommendations. We ask that in-person visits only take place to deal with essential business needs. HR/Finance main door will be locked. Please bear with us during this difficult time.

To prevent the progression and spread of the *novel Coronavirus Disease (COVID-19)*, the Human Resource Department encourages potential candidates to submit applications electronically to [hr@crcasino.com](mailto:hr@crcasino.com).

Human Resource Department can be reached at 208.746.0723 or [hr@crcasino.com](mailto:hr@crcasino.com). Thank you for you patients.

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*Nez Perce Tribal Enterprises is currently accepting applications for the following positions*

**IN-HOUSE POSITIONS:**

**ITSE' YE YE CASINO (KAMIAH, ID):**

**Janitor** << (IYY-21-027/Non-Gaming/Part-time): To be responsible for cleaning and orderly upkeep of the Itse' Ye Ye Casino, including the administrative offices at each site. Formal or informal education, which ensures the ability to read, write, and understand oral/written instruction. Cleaning or janitorial experience preferred. Pay ranges from \$10.10 - \$13.18 **Closes: 05-21-2021**

**OPEN POSITIONS**

**CLEARWATER RIVER CASINO & LODGE (LEWISTON, ID)**

**SPECIAL PROJECTS WORKER** << (CRC-21-023/Non-gaming/On-Call): The purpose of the job is to provide assistance to the designated department in regular or special projects that need to be completed. Special Project Worker will work hours based on needs of NPT Enterprises and its departments. Requires high school diploma or equivalent. Six (6) months of work experience in inventory, hospitality, gaming, hotel/motel or other facility preferred. Six (6) months of customer service experience preferred. Pay ranges from \$10.05 - \$16.62 **Closes: Open until filled**

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**SURVEILLANCE OFFICER** << (CRC-21-021/Gaming/Full-Time): This position requires a high school diploma, GED, or specialized vocational training, including knowledge and ability to gain knowledge of the Nez Perce Tribe Gaming Commission Audit Manual and Internal Control Operating Procedures, and basic knowledge of criminal law. Must be able to obtain Nez Perce Tribal Gaming License. One (1) year experience in security or law enforcement preferred with superior work ethics and report writing skills. Must have excellent communication skills, both oral and written, and ability to handle conflict and problem resolution in a professional manner. Other pre-requisites apply as outlined in class description. Pay ranges from \$10.67 - \$17.64 **Closes: Open until filled.**

**GIFT SHOP CLERK** << (CRC-21-017/Gaming/Part-time): This position requires a high school diploma or GED. Training and/or three (3) month work experienced is preferred. Cash handling experience preferred. Other pre-requisites apply as outlined in class description. Pay ranges from \$10.08 - \$13.96 **Closes: Open until filled**

**Players Club Representative** << (CRC-21-018/Gaming/ Full-time): This position requires a high school diploma or GED, one (1) year of front-line guest service skills and two (2) years of cash handling experience. Must be able to obtain a Nez Perce Tribal Gaming License. Other pre-requisites apply as outlined in class description, including motor vehicle report (MVR). Pay ranges from \$10.05 - \$16.62 **Closes: Open until filled**

**Soft Count Crew** << (CRC-21-013/Gaming/Part-time): The purpose of the job is to count revenues and verify accuracy of reports. The job is responsible for compliance with established cash handling/recording procedures. High school diploma or equivalent preferred. Requires cash handling and operating all cash handling related equipment. Must be able to obtain a valid CPR card and Nez Perce Tribal Gaming License. Pay ranges from \$14.76 - \$16.62 **Closes: Open until filled**

**Drop Crew Worker** << (CRC-21-012/Gaming/Part-time): The purpose of the job is extract money from gaming machines and audit revenues. The job is responsible for equipment, revenues, and shift assignments. The class works according to some procedures, but decides how and when to do things under general supervision. Requires high school diploma or equivalent, or specialized vocational training. One month demonstrated work experience preferred. Must be able to obtain a Nez Perce Tribal Gaming Key License. Pay ranges from \$14.76 - \$16.62 **Closes: Open until filled**

**Janitor** << (CRC-21-011/Non-Gaming/Full-time/Part-time): To be responsible for cleaning and orderly upkeep of the Clearwater River Casino & Lodge, including the administrative offices at each site. Formal or informal education, which ensures the ability to read, write, and understand oral/written instruction. Cleaning or janitorial experience preferred. Pay ranges from \$10.10 - \$13.18 **Closes: Open until filled**

**F&B SERVER** << (CRC-21-006/Non-Gaming/Part-time): This position requires a high school diploma or GED. Must be able to obtain a valid health card and attend Training for Intervention Prevention Procedures (TIPS for serving alcohol) within three (3) months of hire date. Training and/or three (3) month work experience preferred. Must be 19 years of age. Other pre-requisites apply as outlined in class description. Pay ranges from \$10.07 - \$14.79 **Closes: Open until filled**

**SECURITY OFFICER** << (CRC-21-003/Gaming/Full-time): This position requires a high school diploma, GED, or enforcement preferred with superior work ethics and report writing skills, other pre-requisites apply as outlined in class description, including motor vehicle report (MVR). Pay ranges from \$12.37 - \$17.64 **Closes: Open until filled**

**MACHINE FLOOR PERSON** << (CRC-20-022/gaming/full-time): Requires high school diploma, GED, or specialized vocational training. Previous customer service experience is preferred. Requires basic computer skills, cash handling skills and mechanical aptitude. Requires basic problem-solving skills. Other pre-requisites apply as outlined in the approved class description. Pay ranges from \$10.07 - \$14.79 **Closes: Open until filled**

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**HOUSEKEEPER** << (HTL-19-046/Non-gaming/Part-time): **RE-ADVERTISEMENT** Requires high school diploma or equivalent. Training in areas of housekeeping preferred. Housekeeping experience preferred. Requires a minimum of six (6) months experience in a customer focused environment. Ability to maintain a high level of confidentiality and professionalism. Must have a positive work history. Pay ranges from \$10.10 - \$13.18 **Closes: Open until filled**

**HOUSEKEEPING LEAD** << (HTL-19-019/Non-gaming/Full-time): The purpose of the position is to assist the Executive Housekeeper with supervision of hotel housekeepers on an assigned shift. Requires high school diploma, GED or specialized vocational training in areas of housekeeping, janitorial and/or environment services. Requires a valid driver's license with the ability to be insured under the Tribes policy. Requires training and/or three (3) years' work experience in housekeeping, janitorial and/or environment services. Requires one (1) year of supervisory experience; computer, simple math equations, generate written reports and effectively communicate verbally information, instructions and direction; experience and knowledge of cleaning procedures, practices and handling of chemicals preferred. Must be able to pass a criminal history check. Pay ranges from \$10.05 - \$16.62 DOE **Closes: Open until filled**

### **ITSE' YE YE CASINO (KAMIAH, ID):**

**Assistant Casino Shift Manager** << (IYY-21-026/Gaming/On-Call): This position is responsible for ensuring maximum guest service and satisfaction through the organization and supervision of assigned areas according to established department internal control policies and procedures. Preferred, two-year degree, (AA/AAS) in business administration or closely related field. Casino supervisory experience in a similar role may be considered in lieu of educational requirement. Must be able to obtain a Nez Perce Tribal Gaming License. Requires a valid driver's license with ability to be insured under the Tribe's policy; Must be able to obtain TIPS certification, Title 31/SAR, CPR/First Aid. Requires 2 years management / supervisory experience. Gaming experience and cash handling experience preferred. Must have basic computer skills and knowledge of current business-related software ie; Microsoft Suite. Pay ranges from \$18.03 - \$29.79 DOE **Closes: 5/28/2021**

**PCR/MACHINE FLOOR PERSON** << (IYY-21-019/Gaming/Part-time): This is a Dual Status position. This position requires high school diploma, GED or specialized vocational training. Requires a valid driver's license with the ability to be insured under the Tribes policy. Requires one (1) year of front-line guest service skills. Requires a minimum of six (6) months cash handling. Must type 25 WPM (40 WPM preferred). Requires basic computer skills, and mechanical aptitude. Must work well in a team environment. Must have a positive work history. Pay ranges from \$10.05 - \$16.62 **Closes: Open until filled**

**F&B CASH HANDLER** << (IYY-20-028/Non-Gaming/Part-time): **RE-ADVERTISEMENT:** This position requires a high school diploma or GED. Must be able to obtain a valid health card and attend Training for Intervention Prevention Procedures (TIPS for serving alcohol) within three (3) months of hire date. Training and/or six (6) months' work experience preferred. Must be 19 years of age. Other pre-requisites apply as outlined in class description. Pay ranges from \$10.07 - \$14.79 **Closes: Open until filled**

**DROP CREW WORKERS** << (IYY-20-039/Gaming/Part-time): The purpose of the job is extract money from gaming machines and audit revenues. The job is responsible for equipment, revenues, and shift assignments. The class works according to some procedures, but decides how and when to do things under general supervision. Requires high school diploma or equivalent, or specialized vocational training. One month demonstrated work experience preferred. Must be able to obtain a Nez Perce Tribal Gaming Key License. Pay ranges from \$14.76 - \$16.62 **Closes: Open until filled**

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### [NEZ PERCE EXPRESS \(LEWISTON, ID\)](#)

**STORE CLERK** << (NPX-21-020/Non-gaming/Part-time): The incumbent of this position will assist in maintaining store operations to assure guest satisfaction and profitability as well as a positive work atmosphere. Requires high school diploma or GED. Three (3) months cash register and stocking experience in a customer service-oriented establishment preferred. Other pre-requisites apply as outlined in class description. Starting pay \$12.50 hour. **Closes: Open until filled**

### [QE'MES EXPRESS \(WINCHESTER, ID\)](#)

**STORE CLERK** << (QEX-21-015/Non-gaming/Part-time): The incumbent of this position will assist in maintaining store operations to assure guest satisfaction and profitability as well as a positive work atmosphere. Requires high school diploma or GED. Three (3) months cash register and stocking experience in a customer service-oriented establishment preferred. Other pre-requisites apply as outlined in class description. Starting pay \$12.50 hour. **Closes: Open until filled**

### [Red Wolf Golf Club \(Clarkston, WA\)](#)

**BARTENDER / SERVER** << (RWGC-21-024/Non-gaming/Part-time): The purpose of the class is to provide friendly, excellent service to every customer and preparing, serving drinks and food for customers. This position requires high school diploma or equivalent. Requires three (3) months full service bartender/server experience, Bartenders must be 21. Starting pay rate is \$13.69 hour. **Closes: 05-21-2021**

**DRIVING RANGE ATTENDANT** << (RWGC-21-025/Non-gaming/Part-time): The purpose of this class is to complete assignments related to the daily operations and activities of the Red Wolf Golf Club. Will ensure that customers and clients needs are met quickly and efficiently and will work to improve the golfing experience. No education required. A high school student may apply for this position. Requires a current valid driver's license. Knowledge of maintenance, care and cleaning of golf equipment and understanding of schedules and activities at Country Club/Golf Course. Starting pay rate is \$13.69 hour. **Closes: 05-21-2021**

**GROUNDSKEEPER** << (RWGC-21-022/Non-Gaming/Part-Time) The groundskeeper will perform assigned duties to maintain the golf course grounds and will ensure that grounds are maintained in an aesthetic manner to provide for a good customer and clientele experience. Substantial experience of maintenance of golf grounds and equipment. Operational knowledge of using turf maintenance tools, tractors, golf carts and various hand & power equipment. Knowledge of golf course standards, game rules and player etiquette. Familiarity with safety procedures, gardening and janitorial activities. Must have a valid driver's license and must be insurable under the Tribe's policy. Starting pay rate is \$13.69 hour. **Closes: Open until filled**

### [Zim's Hot Spring \(NEW MEADOWS, ID\)](#)

**Hot Springs Maintenance Assistant** << (ZIMS-21-002/Non-Gaming/Part-time): Wage negotiable DOE. The purpose of the class is to provide maintenance support in all aspects of Maintenance, upkeep (janitorial) and operation of the Hot Springs resort. Requires high school diploma or equivalent, and formal training or special courses or self-education equivalent to satisfactory completion of one year of college education, or specialized advance training in carpentry, plumbing, electrical, HVAC, or closely related field. Requires a valid Driver's License. Requires six (6) Months related experience. Maintenance experience preferred. Pay ranges from \$11.99 - \$19.82 DOE **Closes: Open until filled**

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## EMPLOYEE BENEFIT PACKAGE:

- ✦ Medical/Dental/Vision
- ✦ Employer-paid Life Insurance + Option to add
- ✦ 401(K) competitive match
- ✦ Employee Discounts
- ✦ Annual & Sick Leave + Paid Holidays
- ✦ Employee Assistance Program
- ✦ Furnished uniforms
- ✦ Short-Term Disability & Accident Insurance option

## APPLICATION REQUIREMENTS:

- ❖ Positive Work History
- ❖ Transcripts or diploma must be submitted if position requires.
- ❖ Positions required to drive must submit a three (3) year Motor Vehicle Report (MVR) issued within 90 days preceding submittal of application.
- ❖ Pre-employment drug screening
- ❖ **All Gaming positions require a Nez Perce Tribal Gaming License;** and are subject to the application procedures established by the Gaming Commission.
- ❖ Copy of Social Security Card
- ❖ Copy of Tribal ID Card (if applicable)
- ❖ Complete employment application
- ❖ **Three (3) letters of references (Gaming positions only).**
- ❖ Complete class description available upon request

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED** Applications are also available online at / or email [hr@crcasino.com](mailto:hr@crcasino.com)