



Nez Perce Tribal Enterprises
17500 Nez Perce Rd
P. O. Box 327
Lewiston, ID 83501
PH: 208-746-0723 Fax: 208-746-2845
hr@crcasino.com

JOB OPENINGS
November 6, 2023

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.

ALL ARE ENCOURAGED TO APPLY ONLINE AT

<https://crcasino.com/join-our-team/>

New minimum starting wage \$15.00/hr

(Excluding specific tippable positions)

Mission Statement

Creating exceptional experiences in Nimiipuu hospitality.

Vision Statement

Be the economic innovator that sustains growth and stability for our communities.

IN-HOUSE POSITIONS:

CLEARWATER RIVER CASINO & LODGE (LEWISTON, ID)

ASSISTANT GENERAL MANAGER ~ (CRC-23-038/Gaming/Full-time)

Closes: 11/10/23

The position will assist the Gaming General Manager in overall leadership, guidance, and direction of the Nez Perce Tribal Gaming Enterprise teams as they strive to provide the highest quality gaming experience through exceptional customer/guest service standards. Requires five (5) years gaming experience in a similar size property, preferably for Native American owned property. Requires two (2) years supervisory experience. AA/AAS or Bachelor's degree preferred, from an accredited college or university in Casino Management, Business Admin or related field required OR five (5) years of work experience in gaming operations. Must be able to demonstrate strong communication skills to staff, upper management, regulatory sector, Tribal leadership, and public.

HUMAN RESOURCES DIRECTOR ~ (CRC-23-037/Gaming/Full-Time)

Closes: 11/10/23

Two (2) years (with Bachelor's degree) or four (4) years (with Associate's degree) administrative experience in Human Resources required. Three (3) years continuous years or five (5) years of professional experience in Human Resources with administrative responsibilities can be substituted for educational requirements as accepted by the NPTE Executive Officer. Three (3) years direct supervisory experience required. Must have extensive experience dealing with disciplinary actions and the grievance process; writing, developing, and implementing policies and procedures; developing organizational charts and salary schedules; one (1) year experience in employee benefits and risk management. Management level experience dealing with other management officials, Tribal Council, Gaming Commissions, Committees, and State/Federal agencies required. Requires valid driver's license with insurable record. Must be able to obtain a Nez Perce Tribal Gaming License.

BARTENDER ~ (CRC-23-040/Non-gaming/Part-time)**Closes: 11/10/23**

Requires three (3) months' full-service bartender experience. Restaurant experience preferred. Must be 19 years of age. Must be able to obtain valid health card and attend TIPS Training or Alcohol Servers Training within three (3) months of hire date. Must have excellent communication skills, both oral and written, and ability to handle conflict and problem resolution in a professional manner. Tippable pay starts at **\$12.75**

SECURITY OFFICER/LEAD SECURITY ~ (CRC-23-039/Gaming/Full-time)**Closes: 11/10/23**

The purpose of the class is to protect and secure the assets of the Nez Perce Tribal Gaming Enterprises. Dual status for this position is understood as Security Officer is primary and Lead Security position is secondary On-Call. This position requires a high school diploma, GED, or specialized vocational training in security procedures and protocols. Must be able to obtain a Nez Perce Tribal Gaming License. One (1) year of experience in security or law enforcement preferred. Six (6) months supervisory experience. Requires a valid driver's license, including motor vehicle report (MVR). Pay ranges from **\$15.20 - \$18.69**

OPEN TO PUBLIC POSITIONS:
CLEARWATER RIVER CASINO & LODGE (LEWISTON, ID)

ACCOUNTANT ~ (CRC-23-028/Gaming/Full-Time)**Closes: Open Until Filled**

Requires Bachelor's Degree in Accounting or Business Admin, or Business Finance; (CPA preferred). Requires three (3) years' experience in general ledger accounting, with concentration on balance sheet account reconciliation, fixed assets, income statement analysis, financial analysis and spreadsheet creation. Requires one (1) year of supervisory experience. Must be computer-literate, with proficiency in using a personal computer to develop, analyze and report on financial data; including proficiency in Excel, Word. Accounting records management, Gaming and Retail Accounting experience preferred. Must be able to obtain a Nez Perce Tribal Gaming License. Requires valid driver's license with insurable record. A resume and college transcripts are required with the application packet.

DATA TECHNICIAN I ~ (CRC-23-036/Gaming/Full-time)**Closes: Open Until Filled**

Requires high school diploma or GED. Must be able to obtain a Gaming License; requires a valid driver's license with the ability to be insured under the Tribes policy. Requires a minimum of six (6) months of experience with Windows Software and basic operating system knowledge including Windows 7/8.x or greater, Firefox, Chrome, Internet Explorer, E-Mail, Data Entry, and Microsoft Office Professional. Requires a positive work history. Pay ranges from **\$15.13 - \$24.99**

DROP CREW WORKER ~ (CRC-23-033/Gaming/Part-time):**Closes: Open Until Filled**

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 **\$15.65 - \$17.62**

HOUSEKEEPER ~ (CRC-23-024/Non-gaming/Full-Time)**Closes: Open Until Filled**

The purpose of this position is to clean hotel guest rooms, and all office and inside public areas of hotel and RV Park, according to set standards, always providing the highest quality service to guests and staff. High School Diploma preferred. Training in areas of housekeeping preferred. Requires six (6) months' experience in a customer focused environment. Pay starts at **\$15.22**

JANITOR ~ (CRC-23-013/Non-gaming/Part-Time)**Closes: Open Until Filled**

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 starts at **\$15.22**

ITSE' YE YE CASINO (KAMIAH, ID):

NONE AT THIS TIME

QE'MES EXPRESS (WINCHESTER, ID)

STORE CLERK ~ (QEX-23-015/Non-gaming/Part-Time):

Closes: Open Until Filled

RE-ADVERTISEMENT The purpose of this class is to provide customer service in a professional manner. Customer service is the most important aspect of this job in addition to keeping the store faced, clean, organized, and presentable to the public. 3 months' cash register and stocking experience in a customer service orientated establishment preferred. Must be able to obtain Underground Storage Tank Class C Certification. Pay starts at **\$15.22**

RED WOLF GOLF CLUB (CLARKSTON, WA)

NONE AT THIS TIME

ZIMS HOT SPRINGS (NEW MEADOWS, ID)

NONE AT THIS TIME

EMPLOYEE BENEFIT PACKAGE:

- Medical/Dental/Vision
- Employer-paid Life Insurance + option to add
- 401(K) competitive matches
- Employee Discounts
- Annual & Sick Leave + 16 Paid Holidays
- Employee Assistance Program
- Furnished Uniforms
- Short-Term Disability & Accident Insurance option

APPLICATION REQUIREMENTS:

- Must have a positive work history. Please add another sheet if one is not enough.
- Pre-employment drug screening.
- Social Security Card will be requested upon hire.
- Complete class description available upon request.

Non-Gaming positions

- Complete Application, please leave no blanks. If need to leave a blank, please put N/A (not applicable).
- Copy of valid driver's license or identification card, copy of tribal card, CIB (certification of Indian Blood), or descendency letter.

Gaming positions

- Complete Application, please leave no blanks. If need to leave a blank, please put N/A (not applicable).
- Nez Perce Tribal Gaming License is required and is subject to the application procedures established by the Gaming Commission.
- Copy of valid driver's license or identification card, copy of tribal card, CIB (certification of Indian Blood), or descendency letter.
- Positions required to drive must submit a three (3) year Motor Vehicle Report (MVR) issued within 90 days preceding submittal of application.
- Three (3) letters of reference required.
- A High School Diploma or G.E.D. is required.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED