



Nez Perce Tribal Enterprises
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JOB OPENINGS ~ May 14, 2024

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/>

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)



ACCOUNTANT ~ (CRC-24-042/Gaming/Full-Time)

Closes: 5/17/2024

The purpose of the class is to perform accounting functions for the Nez Perce Tribal Enterprises with an emphasis in Tribal Gaming. The accounting position is responsible for monitoring accounts in compliance with generally accepted accounting principles (GAAP). Requires Bachelor's Degree in Accounting or Business Administration, or Business Finance. 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. One (1) year of supervisory experienced preferred. Experience preferred with accounting records management system. Gaming and Retail Accounting experience preferred. Requires valid driver's license with insurable record. CPA credential preferred.

ACCOUNTING CLERK II ~ (CRC-24-043/Gaming/Full-Time)

Closes: 5/17/2024

The purpose of the class is to provide administrative support and accounting function to the assigned department. Maintains accurate accounting records in accordance with NPT Finance Manual, NPT Gaming Policies and Procedures, and Tribal and Federal Minimum Internal Control Standards. Requires Associates degree in Business or Accounting or closely related field or five (5) years work experience in as a retail or construction accounting clerk. One (1) year general office and two (2) years related accounting experience required. Knowledge of accounting and bookkeeping practices and principles; knowledge or generally accepted accounting principles and budgeting practices. Requires a valid driver's license.

OPEN TO PUBLIC POSITIONS:



CLEARWATER RIVER CASINO & LODGE (LEWISTON, ID)

TRAINING SPECIALIST ~ (CRC-24-038/Gaming/Full-Time)

Closes: 5/17/2024

This position shall develop and research latest trends in the variety of positions with the Nez Perce Tribal Enterprises for training recommendations to depts. Will prepare modules/presentations for the NPTE to develop team member competence. The class works under the supervision of the Corporate Trainer and Human Resources Dep. The Training Specialist will work collaboratively with other tribal entities, training programs, and educational institutions to promote and develop training opportunities for existing and potential enterprises team members. May require a Bachelor's Degree in Business, Education, Human Resources Management or related field; directly related to Human Resources or Training can substitute for education. Valid driver's license with insurable record is required. Certification as TIPS trainer, first aid/CPR, Title 31 preferred. Requires the ability to work in a professional setting and to provide for continuous improvement techniques for NPTE staff. Requires three (3) years professional experience personnel development, training, personnel management, or related experience.

Hotel

NIGHT AUDITOR ~ (CRC-24-029/Gaming/Full-Time)

Closes: Open until filled

The purpose of the position is to audit and balance daily lodge bookkeeping transactions. Monitors room availability, makes reservations, blocks rooms, and handles specialist requests. Maintains thorough knowledge of all room locations, room rates, amenities, and selling strategies. High School Diploma or equivalent required. Requires valid driver's license with insurable record. One (1) year hotel front desk experience preferred. One (1) year related experience required. Six (6) months of experience in a customer service focused environment required. Proficient in MS Office Word and Excell required. Wage starts at **\$15.65**.

Qeqit Restaurant & Yáw Win Ma Café

F & B SERVER ~ (CRC-24-026/Non-gaming/Part-Time)

Closes: Open until filled

Must be able to obtain a valid health card and attend Training for Intervention Procedures (TIPS for serving alcohol) to obtain a card within three (3) months of hire date. Training and/or three (3) months' work experience in customer service required. Prior restaurant, cash handling, waiter/waitress experience preferred. Must be 19 years of age. Must have excellent communication skills, both oral and written. Tippable pay ranges from **\$12.75 - \$14.78**

LINE COOK II ~ (CRC-24-022/Non-Gaming/Part-Time) Re-advertised

Closes: Open until filled

The purpose of the class is the responsibility for attractively preparing, cooking, and presenting all food items. Following recipes and menu specification. Always placing customers and safe food handling first. May work in any food outlet depending on business needs. Must be able to obtain a valid health card or serve safe equivalent. Have a good working knowledge of professional kitchen, equipment, and food products with 6 months Line Cook and/or Deli experience including breakfast, lunch, and dinner and/or equivalent combination of education and experience in food service. Pay ranges from **\$15.22-16.64**.

Casino Floor

CASHIER II/IV ~ (CRC-24-005/Gaming/Part-Time)

Closes: Open until filled

The purpose of the class is to conduct cash transactions with cash handlers for the gaming enterprise. The class is responsible and accountable for the accurate control of all currency transactions between the gaming enterprise and general patrons. Other responsibilities are being accountable for vault operations and bank deposits. Requires high school diploma or GED. Requires two (2) years' high volume cash handling experience. Three (3) months customer service experience, excellent oral and written communication skills, 10-key adding machine experience. Must be able to pass background check to obtain a Gaming License. Dual status pays: Tippable pay starts at **\$13.53**, Secondary pay starts at **\$15.65**.

DROP CREW WORKER ~ (CRC-24-018/Gaming/Part-Time)

Closes: Open until filled

The purpose of the job is extracting 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 (1) month demonstrated work experience preferred. Must be able to obtain a Nez Perce Tribal Gaming Key License. Pay ranges from **\$15.65-17.62**.

JANITOR ~ (CRC-24-028/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 Requires a valid driver's license with insurable record. Pay starts at **\$15.22**.

MACHINE TECH ~ (CRC-24-033/Gaming/Full-Time)

Closes: Open until filled

This position is to perform maintenance and repair functions on video gaming machines. Responsibilities include tools, equipment, and guest service. Requires high school diploma, GED, or specialized vocational training. Must be able to obtain a Nez Perce Tribal Gaming License. Gaming machine experience preferred. Electronic and mechanical experience preferred. Must have excellent communication skills, both oral and written. Must have a positive work history. Pay starts at **\$15.19**

MAINTENANCE TECHNICIAN I ~ (CRC-24-019/Non-Gaming/Full-Time)

Closes: Open until filled

The purpose of the class is to provide assistance in all aspects of building and grounds maintenance for the Nez Perce Tribal Enterprises. Works within a general outline of work to be performed, develops work methods and sequences under general supervision. Requires high school diploma or equivalent, and formal training, special courses or self-education equivalent to satisfactory completion of one year of college education, or specialize training in carpentry, plumbing, electrical, HVAC, or closely related field. Requires valid driver's license with insurable record; CDL preferred. Requires six (6) months related experience. Requires operating basic equipment used for moving heavy items such as hand trucks and pallet jacks. Pay ranges from **\$15.17-22.27**.

SECURITY OFFICER/LEAD SECURITY ~ (CRC-23-039/Gaming/Full-time)

Closes: 5/17/2024

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**.



ITSE' YE YE CASINO (KAMIAH, ID)

NONE AT THIS TIME



RED WOLF GOLF CLUB (CLARKSTON, WA)

GROUNDKEEPER ~ (RWGC-24-034/Non-Gaming/PT-Seasonal)

Closes: Open until filled

This position will perform assigned duties to maintain the golf course grounds and will ensure that grounds are maintained in an aesthetic manner to provide good customer and clientele experience. Must have a valid driver's license and insurable record. Substantial experience of maintenance of golf grounds and equipment. Operational knowledge of using turf maintenance tools, tractors, golf carts, and various hand & power equipment. Washington minimum wage starts at **\$16.28**.



ZIMS HOT SPRINGS (NEW MEADOWS, ID)
NONE AT THIS TIME



NEZ PERCE EXPRESS (LEWISTON, ID)

INVENTORY CONTROL CLERK ~ (NPX-24-039/Non-Gaming/Part-Time)

Closes: 5/10/2024

The purpose of the position is to receive all products order within the Nez Perce Express. The class is also responsible for inventory ordering, record keeping, works according to procedures, but decides how and when to do things under general supervision. High School Diploma required. Associate degree, vocational technical degree, or specialized training equivalent to satisfactory completion of two years of college education with emphasis in administration, business, or closely related field preferred. Two years' administration experience required. Supervisory experience required. Customer service experience required. Driver's license with insurable record required. Pay ranges from **\$15.18-21.01**.

STORE CLERK ~ (NPX-24-040/Non-Gaming/Part-Time)

Closes: 5/10/2024

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**.

QE'MES EXPRESS (WINCHESTER, ID)

STORE CLERK ~ (QEX-23-009/Non-gaming/Part-Time) Re-advertised

Closes: Open until filled

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**.

MAINTENANCE ~ (QEX-24-010/Non-gaming/Part-Time) Re-Advertised

Closes: Open until filled

To be responsible for general cleaning and repairing equipment. The class works according to some procedures but decides how and when to do things under general supervision. Requires a valid driver's license with the ability to be insured under the Tribe's policy (**must provide copy of driver's license and a motor vehicle report of driving record (MVR)**). Requires three (3) months' experience in custodial or general maintenance field. Pay starts at **\$15.22**.

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