



Nez Perce Tribal Enterprises
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JOB OPENINGS ~ October 21st, 2024

ALL ARE ENCOURAGED TO APPLY ONLINE AT
<https://crcasino.com/join-our-team/>

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.

Mission Statement

Creating exceptional experiences with 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)

SECURITY OFFICER ~ (CRC-24-068/Gaming/Full-Time)

Closes: 10/25/24

The purpose of the class is to protect and secure the assets of the Nez Perce Tribal Gaming Enterprises. 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 of law enforcement preferred. 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)

Finance

ACCOUNTANT ~ (CRC-24-065/Gaming/Full-Time)

Closes: 10/25/24

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.

Hotel

HOUSEKEEPER ~ (CRC-24-067/Non-gaming/Full-Time)

Closes: 10/25/24

The purpose of the position is to clean hotel guest rooms, and all offices and inside public of hotel and RV Park, according to set standards, providing the highest quality service to guests and staff at all times. Position requires manual labor, standing, or walking a majority of the time, lifting up to 50 pounds on occasion. High School Diploma preferred. Housekeeping experience preferred. Requires a minimum of six (6) months experience in customer focused environment. Pay starts at **\$15.22**.

Closes: 10/25/24

LEAD HOUSEKEEPER ~ (CRC-24-064/Non-gaming/Full-Time)

The purpose of the position is to assist the Executive Housekeeper with supervision of hotel housekeepers on an assigned shift. Responsible for daily cleaning of hotel guest rooms and all public areas and thoroughways providing the highest quality of service to the guests at all times. Requires a valid driver's license with insurable record. Requires training and/or three (3) years work experience in housekeeping, janitorial and/or environmental services. Requires one (1) year of supervisory experience; demonstrated computer skills with word, spreadsheets and database systems; effective communication skills to read, follow written directions on safety/warning labels; compute 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. Pay starts at **\$16.12**.

Casino Floor

CASHIER IV/II ~ (CRC-24-062/Gaming/Full-Time Temp)

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**.

MACHINE TECH ~ (CRC-24-048/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**.

SURVEILLANCE OFFICER ~ (CRC-24-045/Gaming/Full-Time)

Closes: Open until filled

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 starts at **\$15.20**.



ITSE' YE YE CASINO (KAMIAH, ID)

DROP CREW/SOFT COUNT WORKER ~ (IYY-24-066/Gaming/Part-Time)

Closes: 10/25/24

The purpose of the Drop Crew Worker is to extract money from gaming machines and audit revenues. This position is responsible for equipment, revenues, and shift assignments. The purpose of the Soft Count Crew Worker is to count revenues and verify accuracy of reports. Responsible for compliance with established cash handling/counting/recording procedures. Requires high school diploma or GED. Ten-key efficiency and ability to count currency quickly and accurately; six (6) months related (cash handling) work experience preferred. One (1) month demonstrated work experience preferred. Pay ranges from **\$15.65-17.62**.



RED WOLF GOLF CLUB (CLARKSTON, WA)
NONE AT THIS TIME

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





NEZ PERCE EXPRESS (LEWISTON, ID)
NONE AT THIS TIME

QE'MES EXPRESS (WINCHESTER, ID)

ASSISTANT STORE MANAGER ~ (QEX-24-063/Non-gaming/Full-Time)

Closes: Open until filled

The purpose of the position is to provide direct administrative support and back up to the Express Store Manager and Inventory Clerk. The incumbent of the position will assist in maintaining store operations to assure customer satisfaction and profitability as well as a positive work atmosphere. Maintains store filing system; maintains correspondence/document tracking logs; performs routine clerical tasks, such as processing incoming and outgoing mail, data entry, filing, faxing, photocopying; sorts and distributes mail and faxes; maintains attendance logs and time sheets; maintains confidentiality. Requires Associate's degree, vocational technical degree, or specialized training equivalent to satisfactory completion of two years of college education with emphasis in administrative skills, business, or a closely related field OR five (5) years of related experience can substitute educational component. Requires a valid driver's license with the ability to be insured under the Tribe's policy; must be able to obtain Food Handlers and TIPS certification EPA UST Class A and B Certification. Requires two (2) years' related work experience (with associate's degree) OR five years of equivalent education and experience can substitute the educational component. Requires one (1) year supervisory experience. Requires six (6) months' cash handling experience.

STORE CLERK ~ (QEX-24-052/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**.

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