



**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 ~ September 30<sup>th</sup>, 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.

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## **IN-HOUSE POSITIONS:**



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

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

**Closes: 10/7/24**

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.

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

**Closes: 10/7/24**

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 throughways 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**.

## **OPEN TO PUBLIC POSITIONS:**



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

#### **Casino Floor**

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

**Closes: 10/3/24**

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**.

**GIFT SHOP CLERK ~ (CRC-24-061/Gaming/Part-Time)****Closes: 10/3/24**

The purpose of the class is to provide prompt courteous service to Gift Shop guests and provide merchandising assistance for the Gift Shop. Responsible for point-of-sale system, receiving payment, verifying accuracy of cash, checks and credit card transactions, and operation of till. High School Diploma or GED required. Computer skills required. Training and/or three (3) months' work experience required. Cash handling experience preferred. Pay starts at **\$15.22**.

**JANITOR ~ (CRC-24-047/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-24-048/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**.

**NIGHT AUDITOR ~ (CRC-24-029/Gaming/Full-Time) Re-Advertised****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**.

**SECURITY OFFICER ~ (CRC-24-057/Gaming/Full-Time)****Closes: Open until filled**

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**.

**SURVEILLANCE OFFICER ~ (CRC-24-045/Gaming/Full-Time)****Closes: Open until filled**

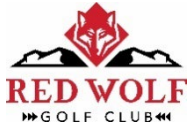
This position requires a high school diploma, GED, or specialized vocational training, including knowledge and ability to gain knowledge of the Nez Perce Tribe Gaming Commission Audit Manual and Internal Control Operating Procedures, and basic knowledge of criminal law. Must be able to obtain Nez Perce 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**.

**Qeqit Restaurant & Yáw Win Ma Café****F & B SERVER ~ (CRC-24-026/Non-gaming/Part-Time) Re-Advertised****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**

**ITSE' YE YE CASINO (KAMIAH, ID)****SECURITY OFFICER ~ (IYY-24-060/Gaming/Full-Time)****Closes: 10/3/24**

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**.



**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)**

**MAINTENANCE ~ (NPX-24-011/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**.

**STORE CLERK ~ (NPX-24-053/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**.

**QE'MES EXPRESS (WINCHESTER, ID)**

**STORE CLERK ~ (QEX-24-052/Non-Gaming/Part-Time)**

**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**.

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

**Closes: 10/7/24**

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 Associates 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.

### **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**