



Nez Perce Tribal Enterprises
17500 Nez Perce Rd - - P. O. Box 327
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JOB OPENINGS ~ November 4th, 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 with Nimiipuu hospitality.

Vision Statement

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

IN-HOUSE POSITIONS:

NONE AT THIS TIME

OPEN TO PUBLIC POSITIONS:

CLEARWATER RIVER CASINO & LODGE (LEWISTON, ID)



Finance

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

Closes: 11/8/24

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.

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**.

COMPUTER SPECIALIST I ~ (CRC-24-069/Gaming/Full-Time)

Closes: 11/8/24

This position is responsible for assisting the MIS Director in the day-to-day management of information systems by directly supporting end users and systems in various departments throughout Enterprise. Associate degree in information technology, Computer Science, or computer related field or equivalent vocational training preferred. Requires a minimum of two (2) years combined experience in the field of information systems or computer-related job environment. Preferred technical training in Windows 7/8.x/10, Windows Server 2008 or greater, POS Systems, telephone systems, and Video/Audio systems. Requires valid driver's license with ability to be insurable.

GIFT SHOP CLERK ~ (CRC-24-061/Gaming/Full-Time) Re-Advertised

Closes: Open until filled

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) month work experience required. Cash handling experience preferred. 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**.

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

Closes: 11/8/24

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**.

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: 11/8/24

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)

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