



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 ~ April 7, 2025

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)

SHUTTLE DRIVER ~ (CRC-25-022/Gaming/Part-Time)

Closes: 4/11/25

The purpose of the class is to provide complimentary transportation of guests and VIPs between designated areas and the Gaming Enterprise casino entrance, according to pre-set scheduled times. The class works according to some procedures but decides how and when to do things under general supervision. Must be able to safely operate vehicle in all weather conditions, including slippery snow/ice covered roads. Requires high school diploma or GED. Requires a valid Driver's License with Motor Vehicle Report. Requires a minimum of one (1) month's experience in a guest-focused environment. Pay starts at **\$15.22**.

OPEN TO PUBLIC POSITIONS:



CLEARWATER RIVER CASINO & LODGE (LEWISTON, ID)

Finance

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

Closes: Open until filled

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 experience is 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-25-012/Gaming/Full-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**.

PLAYERS CLUB REP ~ (CRC-25-006/Gaming/Part-Time)

Closes: Open until filled

This position provides exceptional customer service to Players Club members while staffing the Players Club station, including communicating program features, assisting with membership registration and databases. Enrolls new members/enters onto the database and issues Player Club cards and instructions. Requires one (1) year of front-line guest service experience. Requires a minimum of six (6) months cash handling. Accurately and efficiently handle cash and/or prizes for promotions. Pay starts at **\$15.19**.

SECURITY OFFICER ~ (CRC-25-009/Gaming/Full-Time)

Closes: 3/7/25

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**.

Hotel

HOUSEKEEPER ~ (CRC-25-014/Non-gaming/Part-Time)

Closes: Open until filled

The purpose of the position is to clean hotel guest rooms, and all office 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. The wage starts at **\$15.22**.

Stadium

BARTENDER ~ (CRC-25-020/Non-gaming/Part-Time)

Closes: 4/11/25

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 **\$13.13**.



ITSE' YE YE CASINO (KAMIAH, ID)
NONE AT THIS TIME



RED WOLF GOLF CLUB (CLARKSTON, WA)

DRIVING RANGE ATTENDANT ~ (RWGC-25-018/Non-Gaming/PT-Seasonal)

Closes: 4/11/25

This position will ensure that customers' and clients' needs are met quickly and efficiently while working to improve the golfing experience. Knowledge of maintenance, care, cleaning of golf equipment, understanding of schedules and activities at Golf Course. Active High School students are encouraged to apply. Requires valid Driver's License. Washington minimum wage starts at **\$16.66**.

GROUNDSKEEPER ~ (CRC-25-021/Non-gaming/PT-Seasonal)

Closes: 4/11/25

The groundskeeper will perform assigned duties to maintain the golf course grounds and will ensure that grounds are maintained in an aesthetic manner to provide for a good customer and clientele experience. Substantial experience of maintenance of golf grounds and equipment. Operational knowledge of using turf maintenance tools, tractors, golf carts and various hand & power equipment. Knowledge of golf course standards, game rules and player etiquette. Familiarity with safety procedures, gardening and janitorial activities. Ability to communicate with staff, vendors, golfers and public in a polite manner. Ability to handle outdoor tasks and complete work during inclement weather conditions. Must have a valid driver's license with insurable record. Washington minimum wage starts at **\$16.66**.

LINE COOK ~ (RWGC-25-015/Non-gaming/Part-Time)

Closes: Open until filled

The purpose of the class is to prepare all food in a quick and timely manner ensuring correct food handling and general safety of products and procedures. Controls food production to include: proper cooking methods, proper cooking time, proper temperature, proper portions; and safety and sanitation. Formal or informal education which ensures the ability to read, write, and understand oral/written instruction. Must be able to obtain a valid health card. Line Cook experience, including breakfast, lunch, and dinner, preferred. Customer service experience preferred. Must have the ability to maintain effective working relationships with all levels of the organization and the public. Washington minimum wage starts at **\$16.66**.

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



NEZ PERCE EXPRESS (LEWISTON, ID)

INVENTORY CLERK ~ (NPX-25-007/Non-gaming/Part-Time)

Closes: Open until filled

The purpose of the position is to receive all products order within the Nez Perce Express. The class also is responsible for inventory ordering and record keeping. The class works according to some procedures but decides how and when to do things under general supervision. High School Diploma required. Associates degree, vocational technical degree, or specialized training equivalent to satisfactory completion of two year of college education with emphasis in administration, business, or closely related field preferred. Requires valid driver's license with insurable record. Two (2) years' administration experience required. Supervisory experience required. Customer service oriented experience preferred.

STORE CLERK ~ (NPX-24-073/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. The wage starts at **\$15.22**.



QE'MES EXPRESS (WINCHESTER, ID)

STORE CLERK ~ (QEX-25-016/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. The wage starts at **\$15.22**.

MAINTENANCE ~ (QEX-25-017/Non-gaming/Part-Time)

Closes: 4/11/25

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 the custodial or general maintenance field. Pay starts at **\$15.22**.

Nez Perce Tribe

Job Postings



Executive Office

The Nez Perce Tribal Enterprise Executive Office is recruiting for: **EXECUTIVE ASSISTANT IV [HR-25-122] (Full-time/Lewiston)**. To provide organizational and administrative support to the Executive Officer and the management staff. Responsible for determining workflow sequence and proficient office management. Works within a general outline of work to be performed with minimal supervision, provides supervisory functions. The position is supervised by the Enterprise Executive Officer. Requires Bachelor's degree in related field, or specialized training equivalent to satisfactory completion of four (4) years of college education, Three (3) years of related experience is equivalent to one (1) year of college. Must be able to obtain a gaming license. Must be able to obtain certification as a Notary Public. Requires four (4) years of experience, two (2) years tribal government experience preferred. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's License and ability to be insured under the Nez Perce Tribe Policy. Must provide a current driver's license record (DLR) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 21)**

For current grade and pay scale go to www.nezperce.org to review.

To apply: Recruitments for *Entry Level*/Positions (Grade 15 and below) will require a completed Tribal application only. Recruitments for *Professional Positions* (Grade 16 and above) will require a completed Tribal application and resume. **Please submit one application per position:**

Nez Perce Tribe Human Resources Office

ATTN: **Job Name & No.**

P.O. Box 365

Lapwai, Idaho, 83540

Phone (208) 843-7332 Fax (208) 843-7414

LATE OR INCOMPLETE APPLICATION PACKETS WILL NOT BE CONSIDERED. Tribal Preference applies.

www.nezperce.org.

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