



*Human Resource Department
PO Box 538
Fort Washakie, WY 82514
Phone: (307) 332-2005
Fax: (307) 332-9883*

NOTICE OF EMPLOYMENT

POSITION: Administrative Assistant
DEPARTMENT: Gaming Agency
SUPERVISION: Gaming Commission
SALARY: Depending on Experience
OPENING DATE: November 5, 2025 **CLOSING DATE:** Open Until Filled

POSITION SUMMARY:

The Administrative Assistant will perform secretarial, clerical, administrative and managerial duties for the Gaming Agency. The Assistant will also be responsible for tracking property and inventory, purchasing, accounts receivable, accounts payable and to inform the Gaming Commission on all daily issues that may arise. They will also have a responsibility to maintain confidential information of any information they may become aware of in connection with their duties and responsibilities.

DUTIES AND RESPONSIBILITIES

- Administrative Assistant will be responsible for scheduling appointments and meetings for Commission and staff.
- Administrative Assistant will be responsible for providing clerical, administrative, or managerial support to all Divisions of the Gaming Agency in a quick and efficient manner.
- Administrative Assistant will be responsible for carrying out his/her duties in a timely manner and maintaining professionalism at all times.
- Receives all incoming mail and/or materials; disburses all outgoing correspondence ensuring timely delivery of all items; keeping an incoming mail log.
- Administrative Assistant will draft routine correspondence; type various reports and other material for the Gaming Commissioners.
- Administrative Assistant will be responsible for making necessary travel and training arrangements and accommodations.
- Administrative Assistant will from time to time be required to work with Shoshone Rose Casino staff in completing projects, gathering information, or disbursing correspondence or other duties as necessary or assigned.
- Administrative Assistant will be the main contact person for the Gaming Commission.
- Administrative Assistant will be responsible for providing written or oral reports to the Gaming Commissioners and a quarterly report to the Shoshone Business Council.
- Will be responsible for delivering payroll, processing check requests or delivering documents to the Tribal Business Council, Tribal Finance, Tribal Human Resources, and other

departments as needed.

- Administrative Assistant will order supplies, distribute payroll and payroll information as needed, process personnel changes etc., and other administrative assistance for Gaming Agency and Commission.
- Administrative Assistant will be responsible for greeting customers and general public in a cheerful and helpful manner and should become intimately knowledgeable about all regulations, policies and procedures and other laws or guidelines governing Indian Gaming in order to provide information to the general public.
- Administrative Assistant will be responsible for cleaning the Gaming Agency vehicle and ensuring regular maintenance of the vehicle is performed; such as washing, vacuuming, oil changes, tired changes etc. And will be responsible for reporting any damage or suspected problems which might cause the vehicle to perform below average.
- Administrative Assistant will perform administrative work for the Gaming Commissioners such as typing, taking minutes, recording meetings and hearings, keeping the Agency calendar updated; other duties as assigned or directed.
- Administrative Assistant will be required to drive to the main offices and occasionally be required to drive to other organizations in the course of regular duties.
- Administrative Assistant will be responsible for providing a monthly report of expenditures regarding the check requests processed each month.
- Administrative Assistant will be responsible for maintaining Agency files in an efficient and orderly fashion at all times, creating new files and new filing systems as necessary to meet the demands and requirements of the Agency.

QUALIFICATIONS

- Must have a valid driver's license or the ability to obtain one upon being hired and must maintain a current and valid driver's license through employment in order to carry out duties and responsibilities associated with this position.
- Associates degree (AA) from two-year (2) College or University; OR four (4) years' experience in administrative clerical work.
- Previous experience in a regulatory setting will be preferred.
- Documented completion of an Administrative Assistant's Course or similar management courses or a minimum of one (1) year management experience.
- Must have extensive computer skills and be able to demonstrate good working knowledge and abilities with including but not limited to the following: Operating systems – Windows 7 & 10; Productivity/cloud software; Google Suite Products (Google Docs, Sheets, and Slides); Microsoft Office 2007 & up (Word, Power Point, Excel, Access) and be familiar with common Internet browsers (Chrome, Firefox, Internet Explorer).
- Must be able to obtain and maintain a gaming license throughout employment.
- For purposes of contact must maintain a working home phone or efficient manner of contact at all times.
- Must be able to pass a pre-employment drug and alcohol screen and will be required to continually pass random drug and alcohol screening for the duration of employment.
- Administrative Assistant must be able to travel for continuing educational and training purposes.
- Tribal preference applies.

APPLICATION REQUIREMENTS:

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
- Applicants that state “See Resume” for employment history must have the following information listed on the resume:
 - Dates of previous employment
 - Reason for leaving previous employment
 - Hourly rate of previous employment.
- Applications are available online at easternshoshone.org and can be sent via email to rferris@easternshoshone.org or faxed to 307-332-9883 until 4:45 PM on the closing date.
 - **Supporting documents:** Driver’s License and driving record, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.