



QUECHAN INDIAN TRIBE

Ft. Yuma Indian Reservation

HUMAN RESOURCES DEPARTMENT

P.O. Box 1899 • Yuma, Arizona 85366-1899

Phone (928) 977-2727

Fax (760) 572-2961

POSITION DESCRIPTION

Position: Administrative Receptionist-TGA

Salary:\$18.00-\$19.50 Hourly Non-Exempt

Opening: Monday, September 28, 2026

Closing: Monday, October 12, 2026

BASIC FUNCTION:

Has the responsibility for a variety of complex and confidential duties for the Tribal Gaming Agency and Tribal Gaming Commission. Under the direct supervision of the Executive Director, this position will provide a variety of clerical and receptionist support services for the Office departmental supervisors and serve as a transcriber and record keeping for the Gaming Agency and Tribal Gaming Commission.

DUTIES & RESPONSIBILITIES:

- Answer multi-line telephone, screens, and direct calls, provides information to callers and records messages.
- Effectively communicate and interact appropriately with persons of various socio-economic levels and difficult visitors.
- Greets visitors with a friendly cordial attitude while obtaining their name and nature of business.
- Displays good judgment, tact, and diplomacy.
- Maintains inner office calendar, assists with scheduling licensee appointments, and conference room.
- Runs department errands, such as delivering or picking up mail to and from the Administration, sorting incoming mail, post outgoing mail and distributes faxes to appropriate staff.
- Escort non authorized personnel per CJIS Security Policy to the appropriate location.
- Type memos, correspondence and variety of other materials requiring routing or special formats, make copies.
- Organize and maintains paper and electronic filing for official documents and correspondence.
- Locate and attach appropriate files to incoming correspondence requiring replies.
- Operate office equipment such as fax machines, copiers, phone system and use computers for spreadsheets, word processing, database management and other applications.
- Compose, type, and distribute meeting notes, routine correspondence, and reports as assigned.
- Responsible for upkeep of public reception area
- Performs clerical and Secretarial support services for departmental supervisors.
- Makes arrangements for and attends all staff meetings; takes and transcribes minutes, as

directed.

- Requisitions supplies, printing, maintenance, and other services to replenish and distributes receipts and forms to the finance office.
- Establishes and maintains an effective filing and retrieval system for highly confidential files and records.
- Maintains good communication with co-workers and maintains a positive and professional work environment.
- Prepare Gaming Commission agenda, record and transcribes Commission minutes, providing synopsis of meetings to Casino Operations.
- Maintains confidentiality of all privileged information.
- Performs other related duties, as assigned.

KNOWLEDGE, ABILITIES, SKILLS AND CERTIFICATIONS:

- Knowledge of department organization, functions, objectives, policies, and procedures.
- Knowledge of administrative and clerical procedures and systems.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Ability to communicate effectively in the English language both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to represent the organization in a professional manner, building respect and confidence.
- Ability to write clear and concise memoranda, directives, and letters.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out verbal or written instructions.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment and operating office equipment.

PHYSICAL DEMANDS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee occasionally is required to stand; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 15 pounds. Extended hours and irregular shifts may be required.

QUALIFICATIONS:

- Must be 21 years or older.
- High school diploma or GED.
- Must have experience as a front office clerk, receptionist, or administrative assistance.
- A minimum of one year administrative or secretarial experience, or related office experience.
- Ability to coordinate, organize, and prioritize activities while maintaining confidentiality.

- Knowledge of basic computer systems (word, Microsoft, excel) and software, office skills and public relation skills.
- Must dress appropriately for a professional office.
- Must sign a confidentiality agreement and adhere to a code of ethics to that confidential and sensitive information of the Tribal Gaming Agency remains confidential.
- Must possess a valid driver's license and be insurable by the Tribe.
- Must also have dependable transportation.
- Must successfully complete Criminal Justice Information Security Awareness Training and attain Certification within six (6) months of initial assignment, and biennially thereafter, for all personnel who have access to CJIS.
- Must successfully complete the Tribal Gaming Agency Criminal Justice Information System Training within six (6) months of initial assignment, and biennially thereafter.
- Must maintain all CJIS certification appropriate to level of clearance.
- Must be able to successfully pass a pre-employment drug/alcohol screen, random drug and controlled substance abuse tests, background investigation, obtain and maintain a gaming license in California, which is paid by the applicant upon offer of employment.
- Must be independently self-disciplined, motivated, organized, and possess reliable attendance.
- Must be able to establish and maintain effective working relationships with co-workers, the public, and to maintain a friendly cordial attitude.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

Quechan Indian Tribe

Human Resource Department

1888 San Pasqual School Road

Winterhaven, CA 92283

Telephone: (928)977-2727

Fax: (760) 572-2961

Mailing Address:

P. O. Box 1899

Yuma, AZ 85366

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at

hadminsassistant@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must** pass a pre-employment Alcohol/Drug screening and Background Check