



## JOB DESCRIPTION | EXECUTIVE ASSISTANT

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<b>EMPLOYMENT CLASSIFICATION:</b>	FULL-TIME
<b>DEPARTMENT:</b>	COMMISSION
<b>FLSA CLASSIFICATION:</b>	NON-EXEMPT
<b>REPORTS TO:</b>	GAMING COMMISSION

### POSITION OVERVIEW

Provide administrative and clerical support to the Commission.

### ESSENTIAL JOB FUNCTIONS

*The information provided below encompasses the functions and capabilities linked with this position.*

#### ***Duties and Responsibilities***

*The individual in this position is expected to engage in the following work-related activities.*

- Serve as the central point of contact for the Commission, and respond to and/or direct internal and external e-mail, phone and in-person inquiries as appropriate.
- Schedule, attend and record all Commission meetings.
- Prepare Commission meeting minutes, disseminate approved minutes, and notify appropriate people of actions/decisions made during meetings.
- Attend Licensing hearings and transcribe hearing recordings, and maintain Licensing case files.
- Maintain Commission schedule, including planning and scheduling all meetings, conferences, teleconferences and travel for the Commission members.
- Prepare and send correspondence on behalf of the Commission.
- Conduct research, collect information and prepare reports for the Commission on a variety of topics.
- Develop and maintain physical and electronic filing systems for all Commission records, licensing case files, correspondence and other key documents, and respond to requests for Commission documents.
- Other duties as assigned by the Commission.

#### ***Skill Profile***

*The individual in this position is expected to possess and exhibit the following knowledge, skills, and abilities.*

- Demonstrate a commitment to and value for conducting oneself in accordance with highest standards of integrity and ethical behavior, particularly with regards to maintaining confidentiality and safeguarding sensitive information, in compliance with all applicable laws, rules and regulations.
- Maintain working knowledge of basic parliamentary rules and other formal meeting protocols, documentation and document retention standards and regulations related to job tasks, and internal policies and procedures related to job tasks.
- Ability to comprehend and apply a common sense understanding to carryout detailed but simple written or oral instructions.
- Ability to effectively communicate information and ideas, particularly with Commissioners, as well as compose clear, effective, and grammatically correct minutes, reports, procedures and business correspondence appropriate for the intended audience.
- Demonstrate a high degree of accuracy and attention to detail in all tasks.
- Excellent problem solving skills related to standard situations with common, predictable variables.
- Manage multiple projects, properly organize and prioritize workload, and demonstrate flexibility and adaptability in a face-paced environment.
- Ability to work in a professional manner in an environment with individuals from many different cultures and backgrounds.

- Ability to work independently with minimum direction.
- Ability to carry out basic mathematical computations, including add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals; compute rate, ratio, and percent; and draw and interpret bar graphs..
- Working knowledge of MS Office, including document creation and editing in Word, messaging and calendaring in Outlook, and performing routine tracking and basic computations in Excel.

**Capability Requirements**

*The following capabilities are required to perform the essential functions of this position.*

- Effectively communicate with others verbally and in writing, including by phone, e-mail, or in person.
- Understand, remember, communicate and apply routine oral and/or written instructions and factual information.
- Maintain sustained concentration on computer screens, and use keyboards and a variety of peripherals.
- Maintain sustained concentration and focus in a moderately noisy environment.
- Remain in a stationary position (sitting or standing) for extended periods of time; move about the property occasionally; and stoop, kneel and bend occasionally.
- Exert up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, to lift, carry, push, pull, or otherwise move objects.
- Tolerate working in a confined space for prolonged periods of time with sustained exposure to moderate noise, and occasional sustained exposure to tobacco smoke.

**Minimum Qualifications**

*The following are required of an employee in this position.*

- Three years’ experience and/or training in a similar position, or equivalent combination of education and experience.
- High school diploma or general education degree (GED).
- Current PGC Class "A" Gaming License.
- Ability to periodically travel locally, regionally, and nationally to trainings and other events.
- Requires passing background check, credit check, and drug screening upon hire.
- Must be age 21 or older.

**ACKNOWLEDGEMENT OF EXPECTATIONS**

*I have read and understand the essential functions of this position, including the necessary capabilities, and can perform these with or without reasonable accommodation. I understand that I can request a reasonable accommodation, should one be necessary for me to carry out the essential functions of this position. I also acknowledge that the functions and capabilities for this position may change in the future, with or without notice. Additionally, I consent to the exclusive jurisdiction of the Pechanga Band of Luiseno Indians and the rules of its Gaming Commission.*

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Employee Name

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Employee Signature

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Date