POSITION: Receptionist / Licensing Technician
PROGRAM: Gaming Commission
LOCATION: Concho, OK
ISSUE DATE: October 15, 2019

CLOSING DATE: UNTIL FILLED

SUMMARY:
This position will be under the direct supervision of the Licensing Supervisor, incumbent will maintain a work station located at the Gaming Commission office at Concho, Oklahoma. The position will assist the Licensing Agent(s)/Investigator(s) in performing a wide range of administrative daily functions. The Receptionist/Licensing Technician will provide general information concerning the Gaming License Process and requirements thereof. The employee will maintain and protect all confidential information obtained on all background investigations conducted by the Cheyenne and Arapaho Gaming Commission. Receptionist/Licensing Technician is under the direct supervision of the Supervisor/Licensing Agent/Investigator.

DUTIES AND RESPONSIBILITIES:
- Greet visitors.
- Answer, screen and refer telephone calls.
- Take messages correctly and route them to the proper person.
- Keep reception area presentable.
- Receive and route documents, forms and papers.
- Pick up and distribute incoming & outgoing office mail daily.
- Take gaming license photos.
- Screen applications for completeness, verify license verifications.
- Maintains the Gaming Commission's confidential filing system.
- Responsible for maintaining and ordering Gaming Commission's office supplies.
- Operate a variety of standard office equipment.
- Performs miscellaneous clerical tasks.
- Other duties as assigned.

QUALIFICATIONS:
- High School Degree or Equivalent.
• Minimum two (2) years of clerical/administrative experience.
• Computer literate.
• Familiar with practices/procedures of the Gaming Industry.
• Ability to maintain high level of confidentiality.
• Strong work ethic.
• Available to work evenings and on weekends.
• Successfully pass extensive background check.
• Possess a valid Oklahoma Driver's License.
• Have Reliable Transportation.
• Cheyenne and Arapaho Preference.

**SALARY:** Negotiable, depending on qualifications and experience.

**APPLICATION PROCEDURE:** Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma  
**Personnel Department**  
P.O. Box 167  
Concho, OK 73022  
Or e-mail: atisdale@c-a-tribes.org  
Office (405) 422-7498  
Fax (405) 422-8222  
Toll Free 1 (800) 247-4612 ext. 27498

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