

JOB DESCRIPTION

POSITION: Personnel Specialist I **POSTING DATE:** 8/23/2021

WAGE: \$17.92 per hour/Negotiable **CLOSING DATE:** 9/8/2021

Location: Gaming Division **Reports directly to:** Human Resource Manager
Full Time + Shift Differential

Every employee of North Star Mohican Casino Resort is expected present themselves in a professional manner to our customers as well as other departments. North Star Mohican Casino Resort strives to provide a positive team environment where everyone contributes.

General Responsibilities:

Respond to phone inquiries regarding job openings, employment verifications and other personnel related topics.

STANDARD QUALIFICATIONS:

1. Must be able to obtain and maintain a Mohican Nation Gaming License.
2. Must submit to a Criminal Investigation Background Check (CIB).
3. Must submit to and pass a pre-employment drug screening and health screening.
4. Must be flexible with schedule to work all shifts, weekends and holidays.
5. Must be courteous and friendly and able to work with a variety of people with diverse personalities.
6. Must have a positive attitude and provide a teamwork structure within the department.
7. Must be willing to enhance self-development and be willing to adapt to change.
8. Must be willing to attend all applicable training.
9. Must have demonstrated ability to maintain a satisfactory working record in any prior and/or current employment.
10. Must be eligible for insurance under the employer's liability insurance.
11. Must be at least 18 years of age.

EDUCATIONAL REQUIREMENTS:

1. High School Diploma or GED is required.

DUTIES:

1. Ensures that the highest standards of customer service are maintained in accordance with policies and procedures set forth by North Star Mohican Casino Resort.
2. Must maintain an acceptable departmental staff record.
3. Must be reliable and prompt when reporting to work.
4. Must adhere to departmental dress code.
5. Greet all visitors to the Human Resources Department in a professional and cordial manner. Deal effectively with the general public.
6. Maintain file of incoming employment applications, complete the compliance process for background checks, and aid with the pre-screening process.

7. Contact applicants that will be scheduled for interviews and send notices to those applicants not selected for interviews. Communicate scheduling information to department manager.
8. Responsible for notifying applicants of job offers and rejections. Prepare letters regarding employment such as job offers, rejections, positive drug results, etc., as necessary.
9. Maintain daily communication with the compliance office, occupational health, management, as necessary.
10. Work closely with the departmental staff to ensure a smooth and efficient office.
11. Direct all inquiries concerning policies and procedures to the Human Resources Manager.
12. Will be held to the highest standards of confidentiality.
13. Schedule all pre-employment health and drug screenings with occupational health and coordinate gaming license pickups with compliance department.
14. Responsible for the posting of available positions and maintaining the job posting bulletin board.
15. Process all new hire paperwork, including all revision forms as requested.
16. Input employee data into ASCENTIS and time-keeper; issue access badges.
17. Maintain filing systems for all active and inactive personnel files and any other departmental files relative to personnel functions.
18. Must adhere to the Casino's Drug and Alcohol-Free Workplace Policy during employment.
19. Must maintain compliance with all workplace policies, procedures, ordinances, laws and other communicated expectations, including but not limited to: Employment Manual, Gaming Ordinance, State Gaming Compact, Tribal Internal Controls, Departmental Procedures, memos or other communication from supervisory or regulatory personnel.
20. The above-mentioned duties and responsibilities are **NOT** an all-inclusive list, but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based upon organizational needs and/or deemed necessary by the department supervisor/manager.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently sit, stand, walk, talk, hear, use hands, reach with hands and arms.
2. Occasionally climb, balance, stoop, kneel, crouch, bend, reach above shoulder level, push/pull, crawl and lift and/or move up to twenty-five (25) pounds with assistance.
3. Work is generally performed in an office setting and occasionally in a casino setting with a higher noise level and where cigarette smoke is prevalent.
4. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision and depth perception and the ability to adjust and focus, with the aid of prescription glasses/contacts, if needed.
5. Work environment requires excellent personal hygiene due to working near others.
6. Work environment is **NOT** smoke, noise, or dust free.

QUALIFICATIONS:

1. Two (2) years of personnel or general office work experience is required.
2. Six (6) months computer experience with training in Microsoft Windows applications is required. Experience with Great Plains program or similar HR/payroll software is preferred.
3. One (1) year of human resources work experience preferred.
4. Excellent skills in the following areas: typing, communication (verbal and written), organizational, recordkeeping and human relations skills are required.
5. Accurate keyboarding skills required. May be asked to submit to a keyboarding test.
6. Must be able to work well under stressful conditions.

SUBMIT APPLICATION AND RESUME TO:

Human Resource Department

North Star Mohican Casino Resort

W12180 County Road A

Bowler, WI 54416 or Email completed application to: jay.jackson@northstarcasinoresort.com

Or Fax completed application to (715) 253-2432

THE STOCKBRIDGE-MUNSEE COMMUNITY OPERATES AS AN EQUAL OPPORTUNITY EMPLOYER, EXCEPT INDIAN PREFERENCE IS GIVEN IN ACCORDANCE WITH THE TRIBAL EMPLOYMENT PREFERENCE ORDINANCE.

WE ARE A DRUG FREE EMPLOYER. CANDIDATES MUST PASS A DRUG SCREEN & REMAIN DRUG FREE

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.