

FORT SILL APACHE GAMING COMMISSION



POSITION ANNOUNCEMENT

POSITION-Work Permit Investigator/Administrative Assistant

Job Description:

Work with the Sr. Director and gaming license investigator to process and maintain all background investigations for the Fort Sill Apache Tribal Entities. Will be responsible for helping with office billing preparation, travel/training arrangements, report writing and maintaining insurance files. Must be proficient in Microsoft Office 365. Must be able to obtain and maintain a gaming license and pass a drug screen test. Experience preferred.

To receive the full job description, send an email request to Lisa Cox at lcox@fsagc.org then, if interested, send a cover letter and resume to the same email address.

Pay: \$15.00pr hr

Position open until filled

