**EXECUTIVE ADMINISTRATIVE ASSISTANT (8:00a-4:30p)**

**DEPARTMENT OF HERITAGE PRESERVATION**

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate:** 10.00

**Status:** FULL-TIME

**Job Code:** 150428A

**Qualifications:** Two years advanced education beyond high school, or several specialized business and office related courses, preferred in Business Administration. Four years responsible work experience, including two years in an office setting. Excellent English and comprehension skills in reading, writing, spelling and composition. Good knowledge of telephone procedures and very good telephone courtesy. Able to take and prepare letters, memos and reports under general direction. Good business math and math machine skills. Excellent ability to follow direction, procedure and ability to maintain confidentiality. Use IBM compatible word processing equipment, spreadsheets and database file systems. Very good skills at coordinating people, programs, procedures, secretarial and office functions. Top skills to organize systems, propose procedures, organize key requirements from laws, regulations and contracts, in a form readily understandable. Organize matters such as billings, training programs, visual aids, paste-ups or designs. Research and analyze issues, may draft position papers or historical analysis.

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**HOST/HOSTESS CASHIER (2ND & 3RD SHIFTS)**

**DEPARTMENT OF BUSINESS - HCG-MADISON-F&B**

**Location: MADISON**

**Submit: Application**

**Pay Rate:** 10.00

**Status:** PART-TIME

**Job Code:** 150428B

**Qualifications:** High school diploma or GED.

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**LEAD COOK (VARIOUS SHIFTS)**

**DEPARTMENT OF BUSINESS - HCG-WI DELLS-F&B**

**Location: BARABOO**

**Submit: Application**

**Pay Rate:** 10.00

**Status:** FULL-TIME

**Job Code:** 150428C

**Qualifications:** High School diploma or equivalent AND a minimum of 3 years cooking experience with solid background in more than one concept. Good knowledge of all line cooks stations and ability to perform them efficiently. Good communication and motivation skills. State sanitation certification. Must maintain confidentiality.

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**PROMOTION SHIFT SUPERVISOR (NIGHT SHIFT)**

**DEPARTMENT OF BUSINESS - HCG-WI DELLS-MARKETING**

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate:** 10.00

**Status:** FULL-TIME

**Job Code:** 150428D

**Qualifications:** Must be bondable and hold a gaming license. Is a custodian of gaming supplies or cash. Strong oral communication skills. Good working knowledge of computers. Ability to use sound judgment. Good guest relations and training skills. Must present a neat, clean and professional appearance. Effective supervisory skills. Ability to work varying days and hours (to include weekends and holidays). Must be able to communicate and interact effectively with other casino floor staff department supervisors. Must be able to work well on a team. High school diploma or GED. Prefer prior experience in guest service related position. Word processing background preferred. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

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*Ho-Chunk Preference will be applied in hiring.

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*All applicants will be subject to the Ho-Chunk Nation Drug, Alcohol and Controlled Substance Policy.

*Some of the jobs posted may require a gaming license.

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation.
Qualifications: This position requires a Bachelor’s degree, with at least one year of experience in a student affairs/student service setting. This position may require periodic attendance and participation in meetings during evenings and weekends. A Master’s degree in College Student Affairs or related field is preferred. Work experience may not be substituted for the Bachelor’s degree requirement for this position. Cannot have had any criminal convictions related to a violent crime including domestic violence, a crime against a child or theft of any kind in order to meet the criteria of a good role model. Cannot have had an alcohol related conviction or plea within the last 5 years in order to be able to meet the criteria of a good role model. Valid driver’s license, proper insurance and dependable transportation is required.

Qualifications: Preferred High school diploma or equivalent is preferred. Previous hotel-related experience beneficial. Must be 18 years of age or older. Must be able to read, write, and follow written documentation and verbal instruction. Must be bondable. WORKING CONDITIONS: Must be able to perform the Physical Demand requirements as a Room Attendant. Able to stoop, kneel, reach, push, pull, bend, twist, lift and climb. Position requires visual acuity, color perception, sense of smell, and eye-hand coordination. Continually lift up to 25 pounds occasionally lift up to 50 pounds, and seldom lift up to 100 pounds, with assistance. Must be able to work in a smoking environment. Must be able to work holidays, weekends, varying hours, and forty-hours/week. Must be able to work with various chemicals. Must be able to wear Personal Protective Equipment, including required Safety Shoes. Must be able to take orders, receive multiple requests, follow directions, complete a high workload of duties, complete additional training, and adhere to a dress code.

Qualifications: Commercial experience with a minimum of 1 year in a student service setting is preferred. A Bachelor’s degree in College Counseling is preferred. State sanitation certification is required. Must be able to take orders, receive multiple requests, follow directions, complete a high workload of duties, complete additional training, and adhere to a dress code.

Qualifications: Vocational/Culinary Certification or 2-4 years of Culinary/Commercial experience. State sanitation certification. Strong organizational, culinary and supervisory skills. Must have dependable transportation and show proof of valid driver’s license and liability insurance.
CHUNK NATION JOB POSTING

POST DATE: 4/28/2015

This listing can also be located at www.ho-chunknation.com and is normally updated on Tuesday and Friday of each week.

*To be considered for this position(s) you must submit a copy of your degree/certification for education beyond high school.

Apply to: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX

REWARDS CLUB AMBASSADOR (LATES & GRAVES) Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-BRF-MARKETING

Location: BLACK RIVER FALLS

Submit: Application

Pay Rate: 10.00 Status: FULL-TIME Job Code: 120425R

Qualifications: High School Diploma or GED. Must be bondable. Hold gaming license, or be able to obtain a gaming license. Some knowledge of computers a plus. Must be able to drive both standard and automatic vehicles. Must have an excellent driving record. Must have a valid driver’s license, dependable transportation and proper insurance. WORKING CONDITIONS: All conditions from hot/humid to sub-zero weather. Smoking environment. Noise, stress, fast paced multi-tasking environment. Must be physically able to be on your feet for your shift. Must be able to bend, stoop, stand, and walk. Ability and willingness to work nights, weekends and holidays as required. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

Apply to: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX

FLOOR CHECKER/CALLER (2ND SHIFT) Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-BRF-BINGO

Location: BLACK RIVER FALLS

Submit: Application

Pay Rate: 7.00 Status: FULL-TIME Job Code: 140723F

Qualifications: Must have high school diploma or equivalent. BE BONDABLE. One year steady, dependable work record; reliable transportation; neat appearance. Demonstrate positive mental attitude and be willing to follow through on task assignments. Demonstrate salesmanship; congenial personality and ability to establish and maintain a courteous and friendly attitude toward the general public/customers. Experience in using math skills, with ability to make change rapidly and accurately, count and add accurately. Possess good voice projection and effective oral and written communication skills. Possess aptitude for accepting increased job responsibilities, follow safety standards, work well with others and perform work without close supervision.

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

BUSINESS PROJECT MANAGER 1 (VARIOUS SHIFTS) Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - BUSINESS OFFICE

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: 16.00 Status: FULL-TIME Job Code: 141029A

Qualifications: Bachelors Degree from an accredited university. PMI (Project Management Institute) Certification as a Certified Associate in Project Management (CAPM). Must have at least seven (7) years of work experience, which shows progressive responsibility. Must have two (2) years of managerial work experience. Valid driver’s license, dependable transportation and proper insurance. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

Apply to: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX

SLOT TECHNICIAN (SWING/GRAVEYARD SHIFTS) Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-BRF-SLOTS

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: 11.00 Status: FULL-TIME Job Code: 141105Q

Qualifications: MUST BE BONDABLE. High School graduate or GED equivalent required, degree in electronics beneficial. Read, write and understand English, basic machine skills required. Must be able to pass Slot tests during probation period. Must be licensable according to Tribal Policy. Knowledge of computer operation, controls and robotics beneficial, but not required. Knowledge of Ohm’s law beneficial, but not required. Knowledge of time out codes beneficial, but not required. Must have good eyesight, cannot be colorblind. Must be able to stand, bend and stoop. Must be able to lift 50 lbs. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

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*Some of the jobs posted may require a gaming license.

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Submit Application, Resume and Transcripts
Pay Rate: $13.00
Status: FULL-TIME
Job Code: 141210K

**VALET PARKING ATTENDANT (3RD SHIFT)**
Closing Date: Open Until Filled

Location: BARABOO

Qualifications: Must meet the CLIA 88 Testing Personnel qualification requirements for a Moderate Complexity Testing Laboratory. Must have an Associate Degree in Laboratory Science or Medical Laboratory Technology. Must have qualified as a Technologist under Laboratory Regulations published before March 14, 1990. Must have current license and maintain such through CEUs during employment. Must promote healthy, non-abusive lifestyle. Must have valid driver’s license, dependable transportation and proper insurance. WORKING CONDITIONS: Laboratory work in clinic setting in all aspects of Clinical Laboratory to include work with analyzers, equipment, patients, etc. This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207 (c) and shall be subject to a background investigation as a condition of employment.

Submit Application
Pay Rate: $10.00
Status: FULL-TIME
Job Code: 141112N

**SHUTTLE DRIVER (3RD SHIFT CDL REQUIRED)**
Closing Date: Open Until Filled

Location: BARABOO

Qualifications: Must currently hold and provide proof of Commercial Drivers License with a passenger endorsement, and insurance. Must be bondable. High School Diploma or equivalent, GED. Experience a plus. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

Apply to: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX

**VALET PARKING ATTENDANT (3RD SHIFT)**
Closing Date: Open Until Filled

Location: BARABOO

Qualifications: Must have a valid driver’s license, liability insurance, and dependable transportation with an excellent driving record. Will train, no previous experience necessary. Must be able to perform assigned duties safely and efficiently. Must be physically able to be on your feet for your shift. Must be able to drive both standard and automatic vehicles. A commercial Drivers License with a passenger endorsement is a plus. High School Diploma or equivalent, GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

Apply to: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX

**MEDICAL LAB TECHNICIAN (8:00a-4:30p)**
Closing Date: Open Until Filled

Location: BLACK RIVER FALLS

Qualifications: Must meet the CLIA 88 Testing Personnel qualification requirements for a Moderate Complexity Testing Laboratory. Must have an Associate Degree in Laboratory Science or Medical Laboratory Technology. Must have qualified as a Technologist under Laboratory Regulations published before March 14, 1990. Must have current license and maintain such through CEUs during employment. Must promote healthy, non-abusive lifestyle. Must have valid driver’s license, dependable transportation and proper insurance. WORKING CONDITIONS: Laboratory work in clinic setting in all aspects of Clinical Laboratory to include work with analyzers, equipment, patients, etc. This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207 (c) and shall be subject to a background investigation as a condition of employment.

Submit Application
Pay Rate: $13.00
Status: FULL-TIME
Job Code: 141210K

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

**CERTIFIED MEDICAL ASSISTANT (8a-4:30p)**
Closing Date: Open Until Filled

Location: BARABOO

Qualifications: Graduation from an accredited Medical Assistant program. Maintain certification as a Medical Assistant. Possess or obtain within 30 days of hire and maintain CPR certification. Competent in phlebotomy. Must promote a healthy, non-abusive lifestyle. Valid driver’s license, dependable transportation and proper insurance are required. Hours of work 8:00 a.m. – 4:30 p.m. Hours may change depending on clinic need. Potential exposure to hazardous and bio-hazardous materials. Must be able to lift up to 35 lbs. Assistive devices available for situations requiring lifting above 35 lbs. Requires ability to wear gloves and other protective equipment. Requires clear verbal communication. This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207(c) and shall be subject to a background investigation as a condition of employment.

Submit Application and Resume
Pay Rate: DOQ
Status: FULL-TIME
Job Code: 150107B

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

**NOTE:**
- *Ho-Chunk Preference will be applied in hiring.
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- *All applicants will be subject to the Ho-Chunk Nation Drug, Alcohol and Controlled Substance Policy.
- *Some of the jobs posted may require a gaming license.
- *All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation.
COMMUNITY FORESTER (6:30a-5:00p)  
Closing Date: Open Until Filled  
Location: BLACK RIVER FALLS  
Submit: Application, Resume and Transcripts  
Pay Rate: 17.00  
Status: FULL-TIME  
Job Code: 150113C

Qualifications: Bachelor’s degree in Forestry-Urban Forestry Major required. Must possess 2-4 year’s experience in related work. Knowledge of basic arboriculture as it applies to Lake States timber types; tree and shrub identification; tree care techniques; tree and shrub selection for planting on a variety of sites to enhance urban, suburban, and rural communities and landscapes. Basic knowledge and experience of safe operation of a chainsaw. Knowledge of Best Management Practices (BMP’s) for water quality and invasive species. Basic knowledge and experience of wild-land firefighting and prescribed use of fire as a resource management tool is a plus. Basic knowledge and experience regarding the safe application of herbicides is a plus. Knowledge of the policies, regulations and grant/cost sharing opportunities, as they apply to forestry programs, for the Wisconsin Department of Natural Resources (WDNR), the BIA, and the Natural Resource Conservation Service (NRCS). Must be respectful and willing to learn the HC tribal structure, organization, and traditions as they apply to natural resource management. Valid driver’s license, dependable transportation and proper insurance. WORKING CONDITIONS: Work indoors and outdoors. Field work requires working in a variety of weather and bug conditions. Must not be afraid of heights.

PROMOTIONS HOST/HOSTESS (VARIOUS SHIFTS)  
Closing Date: Open Until Filled  
Location: BARABOO  
Submit: Application  
Pay Rate: 9.00  
Status: FULL-TIME  
Job Code: 150113L

Qualifications: Must be able to handle multiple tasks in a noisy, smoky and stressful environment. Must be bondable and hold gaming license. Must adhere to strict confidentiality at all times. Some knowledge of computers a plus. Ability to use sound judgment. Must be able to work well on a team. Ability and willingness to work nights, weekends and holidays is required. Ability to deal with stressful situations and conditions is required. High school diploma or GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

FLOOR SALES (2ND SHIFT)  
Closing Date: Open Until Filled  
Location: BLACK RIVER FALLS  
Submit: Application  
Pay Rate: 8.00  
Status: FULL-TIME  
Job Code: 150120D

Qualifications: Must be a high school graduate or equivalent. MUST BE BONDABLE. Must be free of money related convictions. One (1) year prior work experience; keyboard skills helpful. Knowledge of cash register operations, ability to make change rapidly and accurately. Must be a steady, honest and dependable worker. Able to add, subtract, multiply and divide; learn to use adding machine or calculator. Ability to count accurately and prepare accurate simple records. Establish and maintain rapport with the general public. Possess aptitude for accepting increased job responsibilities, good safety standards and doing work without close supervision. Ability to accept supervisor’s suggestions and ready to accept job changes as needed. Possess aptitude for getting along with fellow employees on the job. Valid driver’s license, dependable transportation and proper insurance may be required. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

*Note: Will be applied in hiring.
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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 4/28/2015

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COMPUTER PROGRAMMER 1 VB/ASP.NET (8:00a-4:30p)

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: 19.00

Status: FULL-TIME

Job Code: 150123C

Closing Date: Open Until Filled

Qualifications: Minimum Associate Degree of Applied Science - Computer Programming (with emphasis in VB/ASP .NET and XML). MCP Certification required. Proficiency with VB6 .NET or XML development tools. Basic knowledge of computer hardware capabilities. Knowledge of troubleshooting, diagnosis and correction of computer programs. Advanced knowledge of Windows XP operating systems and Microsoft Office Products. Background in Tribal or Government programs; gaming operations; HIPAA requirements. Must comply with tribal drug testing policy. May need to apply for and be approved to hold a Ho-Chunk Gaming License. Valid driver’s license, dependable transportation and proper insurance.

Apply to: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX

COUNT ASSOCIATE (7:00a-10:30a)

Location: TOMAH

Submit: Application

Pay Rate: 11.00

Status: PART-TIME

Job Code: 150123D

Closing Date: Open Until Filled

Qualifications: Minimum High School Diploma or equivalent. One-year experience in responsible cash handling position preferred. One-year experience in accounting/bookkeeping skills preferred. One-year experience in the operation of calculators and office machines preferred. Must have working knowledge of gaming operations. MUST BE BONDABLE. Valid driver’s license, dependable transportation and proper insurance, is preferred. WORKING CONDITIONS: Work area is NOT Smoke, noise, or dust free. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

HEALTH INFORMATION SYSTEMS PROGRAMMER I (8-4:30p)

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 150123G

Closing Date: Open Until Filled

Qualifications: Minimum Associate Degree of Applied Science (Computer Programming). Proficiency with RPG IV, CL RPG SQL, RPG CGI development tools. Basic knowledge of computer hardware capabilities. Knowledge of troubleshooting, diagnosis and correction of computer programs. Advanced knowledge of iSeries or Windows XP operating systems and Microsoft Office Products. Background in Tribal or Government programs; gaming operations; HIPAA requirements. Valid driver’s license, dependable transportation and proper insurance. WORKING CONDITIONS: Business casual. ADA-compliant facility.

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

POLICY ANALYST (DAY SHIFT)

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 150123J

Closing Date: Open Until Filled

Qualifications: Bachelor’s degree in an Administration or related field, Master’s degree preferred, and a minimum of 3 years experience in a related area. Experience in program-specific policy analysis (i.e. community organization, program planning, program implementation, program evaluation, and program advocacy) using organizational theories and principles. Working knowledge of federal, state and Ho-Chunk Nation laws and policies, administrative rules, guidelines and directives. Working knowledge of Ho-Chunk Nation culture, tradition, custom and law. Must be willing to travel week nights and weekends for meetings, workshops, seminars, and conferences, as job requires. Valid driver’s license and appropriate insurance.

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This listing can also be located at www.ho-chunknation.com and is normally updated on Tuesday and Friday of each week.

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<thead>
<tr>
<th>Location</th>
<th>DEPARTMENT OF BUSINESS - HCG-NEKOOSA-F&amp;B</th>
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<tbody>
<tr>
<td><strong>COUNTER SERVER CASHIER (VARIOUS SHIFTS)</strong></td>
<td>Closing Date: Open Until Filled</td>
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<tr>
<td>Submit: NEKOOSA</td>
<td>Pay Rate: 7.00 Status: FULL-TIME Job Code: 150217E</td>
</tr>
<tr>
<td>Qualifications: Should have experience in work with assembling food products/merchandising. High school diploma or GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.</td>
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<th>Location</th>
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<td><strong>REWARDS CLUB AMBASSADOR (VALET- VARIOUS SHIFTS)</strong></td>
<td>Closing Date: Open Until Filled</td>
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<tr>
<td>Submit: MADISON</td>
<td>Pay Rate: 10.00 Status: FULL-TIME/PART-TIME Job Code: 150224H</td>
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<tr>
<td>Qualifications: High School Diploma or GED. Must be bondable. Hold gaming license, or be able to obtain a gaming license. Some knowledge of computers a plus. Must be able to drive both standard and automatic vehicles. Must have an excellent driving record. Must have a valid driver's license, dependable transportation and proper insurance. WORKING CONDITIONS: All conditions from hot/humid to sub-zero weather. Smoking environment. Noise, stress, fast paced multi-tasking environment. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.</td>
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<tr>
<td><strong>SECURITY OFFICER (2ND &amp; 3RD SHIFTS)</strong></td>
<td>Closing Date: Open Until Filled</td>
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<tr>
<td>Submit: MADISON</td>
<td>Pay Rate: 11.00 Status: FULL-TIME/PART-TIME Job Code: 150224J</td>
</tr>
<tr>
<td>Qualifications: Must be certified in First Aid and CPR. Must have basic knowledge of investigative procedures. MUST BE BONDABLE. Must be able to read, write and understand English. Must be able to speak effectively and clearly. Must be familiar with or willing to learn about alarm, access control, and identification systems and uses. Must have a basic knowledge or be willing to learn about security procedures, techniques, and systems. Must be of sound character with the ability to make sound judgments. Must have the ability to write clear and concise reports, and be able to work well with other casino and Tribal personnel. Must be able to take direction and complete all tasks and assignments in a timely manner. Must be physically able of performing all duties. Must have a high school diploma or GED equivalent. Must have a minimum of one year formal security or law enforcement training or experience (military or civilian). Security training or experience may be waived with a minimum of two years military service. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.</td>
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<th>Location</th>
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<tr>
<td><strong>MUTUEL TELLER (VARIOUS SHIFTS)</strong></td>
<td>Closing Date: Open Until Filled</td>
</tr>
<tr>
<td>Submit: BARABOO</td>
<td>Pay Rate: 8.00 Status: PART-TIME Job Code: 150310G</td>
</tr>
<tr>
<td>Qualifications: Must have high school diploma or equivalent. Must successfully complete training in and with OTB, Pari-mutuel and tote equipment and cash handling procedures. Must successfully complete required orientation and training in Title 31 requirement (I.R.S. Code for cash handling), Guest Service and Sexual Harassment. Must pass a color blindness test and hearing test when given. Must have 20/20 or corrected eyesight. Must be bondable. WORKING CONDITIONS: The race book is a fast-paced environment where accuracy and customer service are the main goals of this establishment. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.</td>
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</tbody>
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*Ho-Chunk Preference will be applied in hiring.

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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 4/28/2015

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To be considered for this position(s) you must submit a copy of your degree/certification for education beyond high school.

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

SOCIAL WORKER (DAY SHIFT)
DEPARTMENT OF SOCIAL SERVICES - CHILD AND FAMILY SERVICES
Location: BLACK RIVER FALLS
Submit: Application, Resume and Transcripts  Pay Rate: DOQ  Status: FULL-TIME  Job Code: 150310M

Qualifications: Bachelor’s Degree in Social Work or related field required. Master’s Degree in Social Work or related field is preferred. Possess a Wisconsin Social Work Certification or License. One (1) to two (2) years of experience, demonstrating working knowledge of social work field of practice is preferred. Knowledge of laws and tribal codes associated with program of employment. Knowledge of the Social Work Code of Ethics and confidentiality. Knowledgeable of the Ho-Chunk Nation government structure, kinship system and customs. Knowledgeable of the Ho-Chunk Nation Trial Court procedures. Must promote a positive, non-abusive, healthy lifestyle. Valid driver’s license, dependable transportation and proper insurance are required. WORKING CONDITIONS: Travel is required for this position. This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207(c) and shall be subject to a background investigation as a condition of employment.

Apply to: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX

CAGE CASHIER (EVE/GRAVE SHIFTS)
DEPARTMENT OF BUSINESS - HCG-BRF-CAGE
Location: BLACK RIVER FALLS
Submit: Application  Pay Rate: 10.00  Status: FULL-TIME  Job Code: 150317C

Qualifications: MUST BE BONDABLE. Ability to accurately use a calculator and other office machines as required. Must have demonstrated competence in mathematical skills, knowledge of accounting procedures and cash handling ability. Must be trustworthy. Must have working knowledge of gaming operation. Effectively represent the gaming enterprises in public and follow the chain of command. Reads, writes, and understands English. Cannot be colorblind. Must have good eyesight. Must have dexterity in both hands. Infrequent lifting of up to 100 lbs. Primary lifting requirements is 10-25 lbs on consistent basis. Must be able to walk, stoop, bend, and stand for long periods of time. One to three years of appropriate experience. Must have high school diploma or GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

Apply to: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX

ENVIRONMENTAL SERVICE PERSON (2ND & 3RD SHIFTS)
DEPARTMENT OF BUSINESS - HCG-WI DELLS-FACILITIES
Location: BARABOO
Submit: Application  Pay Rate: 9.00  Status: FULL-TIME/PART-TIME  Job Code: 150317J

Qualifications: High School Diploma or equivalent is required. No experience needed, will train. Basic knowledge of inventory of all units, tools, and materials of real property preferred. Basic knowledge of chemical usage, storage, and disposal preferred. Basic knowledge of personal protective equipment preferred. Must be bondable. Able to work nights, weekends, and holidays as assigned. Dependable transportation is required. WORKING CONDITIONS: Smoking environment. All conditions from hot/humid to sub-zero weather.
This listing can also be located at www.ho-chunknation.com and is normally updated on Tuesday and Friday of each week.

*To be considered for this position(s) you must submit a copy of your degree/certification for education beyond high school.

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

INTERNAL AUDIT DIRECTOR (VARIOUS SHIFTS)
Location: BLACK RIVER FALLS
Submit: Application, Resume and Transcripts
Pay Rate: 40.00
Status: FULL-TIME
Job Code: 150324F
Closing Date: Open Until Filled

QUALIFICATIONS
Must possess a Bachelor’s Degree in accounting, Master’s Degree or equivalent preferred. Must possess at least seven (7) years of auditing experience. Must possess knowledge of Generally Accepted Accounting Principles and Generally Accepted Auditing Standards. Must possess knowledge of casino gaming operations including Indian Gaming laws. Must be a Certified Internal Auditor or achieve this designation within two years of employment to maintain position. Gaming License is required. Valid driver’s license, dependable transportation, and proper insurance are required. WORKING CONDITIONS: Office setting, assignments may be at other locations. Flexible work schedule may be required. Travel is required for this position. All employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

Apply to: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53713, (608) 224-1801 - FAX

REWARDS CLUB AMBASSADOR (2ND & 3RD SHIFTS)
Location: MADISON
Submit: Application
Pay Rate: 10.00
Status: FULL-TIME/PART-TIME
Job Code: 150324H
Closing Date: Open Until Filled

QUALIFICATIONS
Must have a High School Diploma or GED. Must be bondable. Hold gaming license, or be able to obtain a gaming license. Some knowledge of computers a plus. Must be able to drive both standard and automatic vehicles. Must have an excellent driving record. Must have a valid driver’s license, dependable transportation and proper insurance. WORKING CONDITIONS: All conditions from hot/humid to sub-zero weather. Smoking environment. Noise, stress, fast paced multi-tasking environment. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

Apply to: Ho-Chunk Gaming - Wittenberg, N7214 US Hwy 45, PO Box J, Wittenberg, WI 54499, (715) 253-3183

COUNTER SERVER CASHIER (VARIOUS SHIFTS)
Location: WITTEMBERG
Submit: Application
Pay Rate: 7.00
Status: FULL-TIME
Job Code: 150327F
Closing Date: Open Until Filled

QUALIFICATIONS
Must have experience in work with assembling food products/merchandising. High school diploma or GED.

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

CERTIFIED NURSING ASSISTANT (8:00a-4:30p)
Location: BLACK RIVER FALLS
Submit: Application
Pay Rate: 12.00
Status: FULL-TIME
Job Code: 150331B
Closing Date: Open Until Filled

QUALIFICATIONS
Must have a High School Diploma or equivalent. Certified Nurse Assistant Certification is required. Must be certified in CPR and First Aid. Must be 21 years of age or older. Must promote a healthy non-abusive lifestyle. Valid driver’s license, dependable transportation and proper insurance are required. WORKING CONDITIONS: All health care services are provided in the home or community setting. Traveling is a necessity. Be available to “float” to other areas as assigned by the supervising CHN. This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207(c) and shall be subject to a background investigation as a condition of employment.

*Ho-Chunk Preference will be applied in hiring.

*A completed application and resume (if specified) must be submitted and received in the appropriate Personnel or Human Resource office (identified above) no later than 4:00pm on the closing date to be considered for the posted position.

*All applicants will be subject to the Ho-Chunk Nation Drug, Alcohol and Controlled Substance Policy.

*Some of the jobs posted may require a gaming license.

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation.
DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 4/28/2015

This listing can also be located at www.ho-chunknation.com and is normally updated on Tuesday and Friday of each week.

*To be considered for this position(s) you must submit a copy of your degree/certification for education beyond high school.

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

CONSTRUCTION II (1ST SHIFT, SOME EVE. & WEEKENDS) Closing Date: Open Until Filled

DEPARTMENT OF HOUSING - HOUSING & PUBLIC WORKS

Location: TOMAH
Submit: Application and Resume Pay Rate: 13.00 Status: FULL-TIME Job Code: 150331C

Qualifications: High school diploma or equivalent, desirable additional education through a trade school or technical training school. Minimum of three years experience in residential construction. Minimum of one year experience in supervisor or foreman positions. Proficient in math skills needed for residential construction. Must be in excellent physical condition and able to lift up to 75 pounds. Valid driver’s license, dependable transportation, and proper insurance.

Apply to: Ho-Chunk Gaming - Nekoosa, 949 Cty Trk. G, Nekoosa, WI 54457, (715) 886-3649 - FAX

SENIOR MANAGER-PUBLIC RELATIONS (VARIOUS SHIFTS) Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-MARKETING

Location: NEKOOSA
Submit: Application, Resume and Letter of Application Pay Rate: 13.00 Status: FULL-TIME Job Code: 150331M

Qualifications: Excellent English comprehension skills in research, reading, writing, spelling, and composition. Good understanding of public relations principles and trends. Must be an effective communicator. Excellent ability to follow direction and procedures. Ability to work varying hours and days (including weekends and holidays). Must work well as part of a team. Must be bondable and hold a gaming license. Must present a neat, clean professional appearance. High school and two years of college education preferred. Five years writing experience preferred. Two years experience in the hospitality industry with a proven track record in journalism, public relations, and/or marketing required. Gaming industry background a plus. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

Apply to: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX

BELLPERSON (2ND SHIFT) Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-WI DELLS-HOTEL/CONVENTION CENTER

Location: BARABOO
Submit: Application and Resume Pay Rate: 7.00 Status: FULL-TIME Job Code: 150403B

Qualifications: High school graduate or equivalent. Ability to communicate clearly and effectively verbally and in writing. Able to work varied hours and shifts, including evenings and weekends if needed. Must understand and follow organizational chain of command. Requires standing, walking, writing, and hearing and visual perception. Must be able to lift and carry up to 25 pounds on a regular basis, up to 50 pounds on occasional basis. Must be bondable. Must have dependable transportation.

Apply to: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX

CAGE SHIFT SUPERVISOR (EVE/GRAVE SHIFT) Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - HCG-BRF-CAGE

Location: BLACK RIVER FALLS
Submit: Application and Resume Pay Rate: 12.00 Status: FULL-TIME Job Code: 150403D

Qualifications: MUST BE BONDABLE. Knowledge of generally accepted accounting principles and procedures. Knowledge of modern business administration. Proficiency in communication and written skills. Reads, writes and understands English. Able to work with minimal supervision and trustworthy. Flexible working hours availability. Must have good eyesight. Must have dexterity in both hands. Infrequent lifting of up to 100 pounds. Primary lifting requirements is 10-25 pounds on a consistent basis. Must be able to walk, stoop, bend, and stand for long periods of time. Two years training in accounting or related field. Three years experience in bookkeeping, accounting or responsible cash handling, Computer and supervisory skills desirable. Must have a high school diploma or GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

*Ho-Chunk Preference will be applied in hiring.

*A completed application and resume (if specified) must be submitted and received in the appropriate Personnel or Human Resource office (identified above) no later than 4:00pm on the closing date to be considered for the posted position.

*All applicants will be subject to the Ho-Chunk Nation Drug, Alcohol and Controlled Substance Policy.

*Some of the jobs posted may require a gaming license.

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation.
**DEPARTMENT OF PERSONNEL**

**HO-CHUNK NATION JOB POSTING**

**POST DATE: 4/28/2015**

This listing can also be located at www.ho-chunknation.com and is normally updated on Tuesday and Friday of each week.

*To be considered for this position(s) you must submit a copy of your degree/certification for education beyond high school.*

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

<table>
<thead>
<tr>
<th>ENROLLMENT DATA COORDINATOR (8:00a-4:30p)</th>
<th>Location: BLACK RIVER FALLS</th>
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<tbody>
<tr>
<td>Closing Date: Open Until Filled</td>
<td>Pay Rate: DOQ</td>
</tr>
<tr>
<td>Status: FULL-TIME</td>
<td>Job Code: 150403I</td>
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</tbody>
</table>

**Qualifications:**
- High school diploma. At least two years post secondary education in Data Management or related field of study. At least two years consecutive work experience in Data Management or related field. Knowledge or understand the intricate Ho-Chunk familial structure. Speak or understand the Ho-Chunk Language. Knowledge or understand Ho-Chunk culture and tradition. Proficiency in the use and operation of computers. Must be proficient in the use of various office software programs to analyze and graph population data. Must have valid driver’s license and dependable transportation and proper insurance. WORKING CONDITIONS: Job duties are primarily in the office requiring long hours of computer usage and long periods of sitting. Occasional travel to attend meetings.

Apply to: Ho-Chunk Gaming - Nekoosa, 949 Cty Trk. G, Nekoosa, WI 54457, (715) 886-3649 - FAX

<table>
<thead>
<tr>
<th>PRODUCTION COOK (VARIOUS SHIFTS)</th>
<th>Location: NEKOOSA</th>
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<tr>
<td>Closing Date: Open Until Filled</td>
<td>Pay Rate: 9.00</td>
</tr>
<tr>
<td>Status: FULL-TIME</td>
<td>Job Code: 150410H</td>
</tr>
</tbody>
</table>

**Qualifications:**
- Excellent cooking skills, able to follow proper sanitation and food safety guidelines. High school diploma or GED. 1-3 years of appropriate experience preferred.

Apply to: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX

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<tr>
<th>REVENUE AUDIT CLERK (DAY SHIFT)</th>
<th>Location: BLACK RIVER FALLS</th>
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<tr>
<td>Closing Date: Open Until Filled</td>
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</tr>
<tr>
<td>Status: FULL-TIME</td>
<td>Job Code: 150410I</td>
</tr>
</tbody>
</table>

**Qualifications:**
- Knowledge about or ability to learn how to work with computers. Flexible hours. Must be bondable. Proficiency and knowledge in Revenue Audit Department Procedures desired. Knowledge of generally accepted accounting principles and procedures. Ability to accurately use a calculator and other office machines as required. Must have demonstrated competence in the use of mathematical skills, knowledge of accounting practices and cash handling ability. Must be self motivated and capable of working with minimal supervision. Minimum two-year degree, preferably in auditing or business field or comparable education and/or life experience. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

<table>
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<tr>
<th>COMMUNITY HEALTH NURSE (8:00a-4:30p)</th>
<th>Location: TOMAH</th>
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</thead>
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<tr>
<td>Closing Date: 4/28/2015</td>
<td>Pay Rate: DOQ</td>
</tr>
<tr>
<td>Status: FULL-TIME</td>
<td>Job Code: 150414A</td>
</tr>
</tbody>
</table>

**Qualifications:**
- Bachelor of Science Degree in Nursing; will accept Graduate Nurse with obtaining Registered Nurse License within 6 months of employment; Current Wisconsin Nursing License or Graduate Nurse from Accredited Bachelor of Science Institution. Minimum of one year experience in related field. Experience in Community Health Nursing practices, principals, assessments and evaluation process. Must promote a healthy non-abusive lifestyle. Must have valid driver’s license, dependable transportation and proper insurance. WORKING CONDITIONS: Administrative duties performed in office in clinic setting and health care services provided in clinic and community. This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207(c) and shall be subject to a background investigation as a condition of employment.

*Ho-Chunk Preference will be applied in hiring.*

*A completed application and resume (if specified) must be submitted and received in the appropriate Personnel or Human Resource office (identified above) no later than 4:00pm on the closing date to be considered for the posted position.*

*All applicants will be subject to the Ho-Chunk Nation Drug, Alcohol and Controlled Substance Policy.*

*Some of the jobs posted may require a gaming license.*

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation.*
Apply to: Ho-Chunk Gaming - Nekoosa, 949 Cty Trk. G, Nekoosa, WI 54457, (715) 886-3649 - FAX

DEALER (VARIOUS SHIFTS) Closing Date: 4/28/2015

Location: NEKOOSA

Submit: Application Pay Rate: 6.00 Status: PART-TIME Job Code: 150414B

Qualifications: Must have high school diploma or equivalent. Must have successfully completed a recognized dealer training school with proficiency in math. Must successfully complete required orientation and training in Title 31 requirement, Guest Service and Sexual Harassment. Must pass a color blindness test and hearing test when given. Must have perfect or corrected eyesight. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

Apply to: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53713, (608) 224-1801 - FAX

FACILITY OCCUPATIONAL SAFETY & HEALTH OFFICER Closing Date: 4/28/2015

Location: MADISON

Submit: Application and Resume Pay Rate: 21.00 Status: FULL-TIME Job Code: 150414C

Qualifications: High school diploma or equivalent with an Advanced Safety Certification, Associates Degree or higher in Occupational Health, Loss Control, or closely related field, is preferred. Two (2) to four (4) year’s experience in a safety management field is required. Knowledge of the standard principles, practices, methods and techniques of Worker’s Compensation, Safety Program management is required. Thorough understanding of and ability to enforce all federal state local and tribal Occupational Safety and Health codes, regulations and ordinances. Able to work flexible hours, including evenings and weekends. Valid drivers license dependable transportation and proper insurance.

*Ho-Chunk Preference will be applied in hiring.

*A completed application and resume (if specified) must be submitted and received in the appropriate Personnel or Human Resource office (identified above) no later than 4:00pm on the closing date to be considered for the posted position.

*All applicants will be subject to the Ho-Chunk Nation Drug, Alcohol and Controlled Substance Policy.

*Some of the jobs posted may require a gaming license.

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation.
CHUNK NATION JOB POSTING

HO-CHUNK NATION

POST DATE: 4/28/2015

This listing can also be located at www.ho-chunknation.com and is normally updated on Tuesday and Friday of each week.

*To be considered for this position(s) you must submit a copy of your degree/certification for education beyond high school.

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

GAMING COMMISSIONER

Location: BLACK RIVER FALLS

Submit: Application and Resume Pay Rate: DOQ Status: FULL-TIME Job Code: 150414D

Qualifications: Must be an enrolled member of the Ho-Chunk Nation. Must be at least twenty-five (25) years of age or older. Must have a high school diploma or equivalent. Must have a minimum of five (5) years of any combination of the following: I. Post-secondary education II. Gaming training III. Gaming experience in one or more of the following areas: a. Gaming regulations b. Gaming operations c. Gaming licensing d. Auditing e. Gaming laws or Indian law f. Administrative hearings or decision-making g. Background investigations h. Surveillance i. Law enforcement j. Business administration or business management k. Information Technology (IT/MIS). Must possess knowledge of or experience in the Gaming Industry. Submit to and successfully comply with Criminal and Civil background investigations and suitability standards. Must have no prior criminal record of conviction of, or entry of a plea of guilty or no contest to, any of the following in any tribal, county, state or federal court, unless you have been pardoned: I. A felony. II. Any gaming-related offense. III. Any crimes of dishonesty, including, but not limited to fraud or misrepresentation in any connection, theft, or issuance of worthless check. IV. A violation of any provision of chs. 562 or 565, Wis. Stats.; any rule promulgated by the Wisconsin Gaming Commission or the Ho-Chunk Nation Gaming Ordinance or any other ordinance of the Ho-Chunk Nation regulating or prohibiting gaming. Must be a person whose prior activities, criminal record, if any, or reputation, habits and associations shall not pose a threat to the public interest or to the effective regulation and control of gaming, or create or enhance the dangers of unsuitable, unfair, or illegal practices, methods or activities in the operation of gaming or the carrying on of the business and financial arrangements incidental thereto. Submit to and successfully comply with Ho-Chunk Nation Drug, Alcohol and Controlled Substance Policy (Employment Relations Act, 6 HCC § 5, ch. VI). Must promote and maintain healthy, non-abusive lifestyle. Willingness and ability to perform duties of the HCN Gaming Commission. Possess the physical capabilities requiring extensive travel; working varied hours, evenings and weekends; performing a minimum of forty (40) hours a week. Possess Valid driver’s license, dependable transportation and proper insurance. May not serve on the Ho-Chunk Nation Legislature during his or her term of office. May not serve on any elected or appointed committees of the Nation during his or her term of office. May not be employed by any of the Nation’s gaming operations during his or her term of office. Ho-Chunk Nation Gaming Commissioners will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation. Ho-Chunk Nation Gaming Commissioners will be subject to the drug and controlled substance abuse testing.

LEGISLATIVE OFFICE - GAMING COMMISSION

Closing Date: 4/28/2015

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

LEGISLATIVE ASSISTANT CLERK (8:00a-4:30p)

Location: BLACK RIVER FALLS

Submit: Application and Resume Pay Rate: 16.00 Status: FULL-TIME Job Code: 150414E

Qualifications: Thorough knowledge of the legislative organization and processes of the Nation. Knowledge of the rules and procedures of the Legislature. Team player with strong interpersonal skills and the ability to work in a fast paced environment. Strong organization and administrative support skills. Associates Degree and one year of administrative/legislative experience or equivalent combination of training and experience. Adherence to the Nations laws and policies and shall be subject to a background investigation as a condition of employment. Able to maintain confidentiality and professional demeanor under all work circumstances. Valid driver’s license, dependable transportation, and proper insurance. All employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

NOTE

*Ho-Chunk Preference will be applied in hiring.

*A completed application and resume (if specified) must be submitted and received in the appropriate Personnel or Human Resource office (identified above) no later than 4:00pm on the closing date to be considered for the posted position.

*All applicants will be subject to the Ho-Chunk Nation Drug, Alcohol and Controlled Substance Policy.

*Some of the jobs posted may require a gaming license.

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation.
LEGISLATIVE OFFICE CLERK (8:00a-4:30p)  
Closing Date: Open Until Filled  
Location: BLACK RIVER FALLS  
Submit: Application  
Pay Rate: 11.00  
Status: FULL-TIME  
Job Code: 150414F  
Qualifications: High School Diploma or equivalent plus a minimum of two (2) years experience in an office setting. Knowledge of structure, organization, history of the Ho-Chunk Nation Legislature and its government. Knowledge of telephone procedures and very good telephone courtesy. Must be able to lift 35-60 lbs. Must pass a background check. WORKING CONDITIONS: Office setting, professional dress code.

LINE COOK (VARIABLE SHIFTS)  
Closing Date: 4/28/2015  
Location: WITTENBERG  
Submit: Application  
Pay Rate: 8.00  
Status: FULL-TIME  
Job Code: 150414G  
Qualifications: High School diploma or equivalent. 1 – 3 years of appropriate experience preferred. Health card required.

MAINTENANCE WORKER (8:00a-4:30p)  
Closing Date: 4/28/2015  
Location: WI. DELLS  
Submit: Application  
Pay Rate: 11.00  
Status: FULL-TIME  
Job Code: 150414H  
Qualifications: Must have high school diploma or equivalent preferred. Must be in good physical condition, able to bend, climb, stoop, crawl, etc. Must have ability to lift up to 100 lbs. Knowledge/ability in electrical, carpentry, plumbing, painting, and general repairs. Experience in safety, handling saws, hammers, and all tools related to job assignment. Ability to work in all weather situations. Must be willing and able to work the hours needed to meet the time constraints of the work order timelines. Must be willing to travel, in order to work in other housing areas of the Agency. Must have valid driver’s license, proper insurance, and qualify to be insurable by the Agency’s auto insurance carrier. Preference will be provided to Native Americans.

REVENUE AUDIT CLERK (MOSTLY 1ST SHIFT)  
Closing Date: 4/28/2015  
Location: NEKOOSA  
Submit: Application  
Pay Rate: 9.00  
Status: PART-TIME  
Job Code: 150414I  
Qualifications: Knowledge about or ability to learn how to work with computers. Flexible hours. Must be bondable. Proficiency and knowledge in Revenue Audit Department Procedures desired. Knowledge of generally accepted accounting principles and procedures. Ability to accurately use a calculator and other office machines as required. Must have demonstrated competence in the use of mathematical skills, knowledge of accounting practices and cash handling ability. Must be self motivated and capable of working with minimal supervision. Minimum two-year degree, preferably in auditing or business field or comparable education and/or life experience. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.
BANQUETS MANAGER (VARIOUS SHIFTS)

DEPARTMENT OF BUSINESS - HCG-WI DELLS-HOTEL/CONVENTION CENTER

Location: BARABOO

Submit: Application and Resume  Pay Rate: 15.00  Status: FULL-TIME  Job Code: 150417A

Qualifications: Must have a High School Diploma or GED equivalent. (advanced education preferred) Minimum two (2) year degree in the hospitality, business or equal field and minimum of three (3) years management experience in planning banquet and meeting events preferred or a combination of experience and education equating a total of five (5) years. Must be knowledgeable in all aspects of hotel convention center operations. Must have a working knowledge of database, word processing, spreadsheet applications, property management systems, and have familiarity with Microsoft Windows operating system environments. Must have the ability to communicate clearly and effectively verbally and in writing. Must be able to type 40 wpm. Must be able to work varying hours and days (including weekends and holidays). Must understand and follow organizational chain of command. Must have a firm understanding of the financial and organizational aspects of managing a banquet facility. Must have good hearing, good visual perception, and manual dexterity. Must be able to on occasion be required to lift and carry up to 25 pounds. Must have a valid driver’s license and proper insurance, as travel may be required. WORKING CONDITIONS: Inside and Outside of the building as needed. Travel may be required.

BEVERAGE SERVER (VARIOUS SHIFTS)

DEPARTMENT OF BUSINESS - HCG-WI DELLS-F&B

Location: BARABOO

Submit: Application  Pay Rate: 6.00  Status: FULL-TIME  Job Code: 150417B

Qualifications: Will train. Some food experience helpful.

COMMUNITY HEALTH NURSE (8:00a-4:30p)

DEPARTMENT OF HEALTH - COMMUNITY HEALTH

Location: BLACK RIVER FALLS

Submit: Application and Resume  Pay Rate: DOQ  Status: FULL-TIME  Job Code: 150417C

Qualifications: Bachelor of Science Degree in Nursing; will accept Graduate Nurse with obtaining Registered Nurse License within 6 months of employment; Current Wisconsin Nursing License or Graduate Nurse from Accredited Bachelor of Science Institution. Minimum of one year experience in related field. Experience in Community Health Nursing practices, principals, assessments and evaluation process. Must promote a healthy non-abusive lifestyle. Must have valid driver’s license, dependable transportation and proper insurance. WORKING CONDITIONS: Administrative duties performed in office in clinic setting and health care services provided in clinic and community. This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207(c) and shall be subject to a background investigation as a condition of employment.

COUNT ASSOCIATE (GRAVEYARD SHIFT)

DEPARTMENT OF BUSINESS - HCG-NEKOOSA-COUNT

Location: NEKOOSA

Submit: Application  Pay Rate: 11.00  Status: FULL-TIME  Job Code: 150417D

Qualifications: Minimum High School Diploma or equivalent. One-year experience in responsible cash handling position preferred. One-year experience in accounting/bookkeeping skills preferred. One-year experience in the operation of calculators and office machines preferred. Must have working knowledge of gaming operations. MUST BE BONDABLE. Valid driver’s license, dependable transportation and proper insurance, is preferred. WORKING CONDITIONS: Work area is NOT: Smoke, noise, or dust free. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

All applicants will be subject to the Ho-Chunk Nation Drug, Alcohol and Controlled Substance Policy.

Some of the jobs posted may require a gaming license.

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation.

*Ho-Chunk Preference will be applied in hiring.

*A completed application and resume (if specified) must be submitted and received in the appropriate Personnel or Human Resource office (identified above) no later than 4:00pm on the closing date to be considered for the posted position.

NOTE: This listing can also be located at www.ho-chunknation.com and is normally updated on Tuesday and Friday of each week.
DEPARTMENT OF BUSINESS

Location

DEPARTMENT OF BUSINESS - HCG-WI DELLS-F&B

DINING ROOM PORTER (VARIOUS SHIFTS)  
Closing Date: 5/1/2015

Location: BARABOO

Submit: Application
Pay Rate: 7.00
Status: FULL-TIME
Job Code: 150417E

Qualifications: Must be able to lift 50 pounds. Will train, some food service experience helpful. High school diploma or equivalent desired.

Apply to: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX

MAINTENANCE WORKER (8:00a-4:30p)  
Closing Date: 5/1/2015

Location: TOMAH/NEKOOSA

Submit: Application
Pay Rate: 11.00
Status: FULL-TIME
Job Code: 150417F

Qualifications: Must have high school diploma or equivalent preferred. Must be in good physical condition, able to bend, climb, stoop, crawl, etc. Must have ability to lift up to 100 lbs. Knowledge/ability in electrical, carpentry, plumbing, painting, and general repairs. Experience in safety, handling saws, hammers, and all tools related to job assignment. Ability to work in all weather situations. Must be willing and able to work the hours needed to meet the time constraints of the work order timelines. Must be willing to travel, in order to work in other housing areas of the Agency. Must have valid driver’s license, proper insurance, and qualify to be insurable by the Agency’s auto insurance carrier. Preference will be provided to Native Americans.

Apply to: Ho-Chunk Housing And Community Development Agency, P.O. Box 730, Tomah, WI 54660, (608) 374-1251 - FAX

OFFICE MANAGER (DAY SHIFT)  
Closing Date: 5/1/2015

Location: BARABOO

Submit: Application and Resume
Pay Rate: 10.00
Status: FULL-TIME
Job Code: 150417G

Qualifications: High school diploma or equivalent. Associate Degree, preferred. Must have experience in office management. Possess good organizational skills and ability to meet deadlines. Must be computer literate. Possess good oral and written communication skills. Must be able to maintain confidentiality. Valid Wisconsin driver’s license, dependable transportation and proper insurance.

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

PARALEGAL I (8:00a-4:30p)  
Closing Date: 5/1/2015

Location: BLACK RIVER FALLS

Submit: Application
Pay Rate: 12.00
Status: FULL-TIME
Job Code: 150417H

Qualifications: Minimum of two years Associate Degree from an American Bar Association certified paralegal/legal assistant program or comparable legal experiences. Two years working experience as a Paralegal. Familiarity with and knowledge of Tribal government structure, Tribal Court, business and enterprises; state and federal court systems and relevant law. Ability to carry out assigned duties with little supervision; simultaneously handle multiple tasks. Must possess good writing, oral and analytical skills and capable of keyboarding work product.

Apply to: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX

PANTRY PREP COOK (VARIOUS SHIFTS)  
Closing Date: 5/1/2015

Location: BARABOO

Submit: Application
Pay Rate: 8.00
Status: FULL-TIME
Job Code: 150417I

Qualifications: Able to follow rules of food sanitation and safety. Excellent cooking skills. High school diploma or equivalent desired. 2-4 years of appropriate experience preferred.

NOTE

*Ho-Chunk Preference will be applied in hiring.
*A completed application and resume (if specified) must be submitted and received in the appropriate Personnel or Human Resource office (identified above) no later than 4:00pm on the closing date to be considered for the posted position.
*All applicants will be subject to the Ho-Chunk Nation Drug, Alcohol and Controlled Substance Policy.
*Some of the jobs posted may require a gaming license.
*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation.
This listing can also be located at www.ho-chunknation.com and is normally updated on Tuesday and Friday of each week.

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

RETAIL ASSOCIATE (2ND SHIFT)  
DEPARTMENT OF BUSINESS - WHITETAIL - BARABOO  
Closing Date: 5/1/2015

Location: BARABOO

Submit: Application  
Pay Rate: 10.00  
Status: FULL-TIME  
Job Code: 150417J

Qualifications: High school diploma or equivalent. CPR and Food Safety Certification is required within 6 months of hire. No prior criminal record in the past seven (7) years. WORKING CONDITIONS: Able to work nights, weekends and holidays as assigned. Ability to lift a maximum of fifty (50) pounds from floor to shelf. All conditions from hot/humid to sub-zero weather. Travel for training as necessary.

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

RETAIL ASSOCIATE (2ND SHIFT)  
DEPARTMENT OF BUSINESS - WHITETAIL - TOMAH  
Closing Date: 5/1/2015

Location: TOMAH

Submit: Application  
Pay Rate: 10.00  
Status: FULL-TIME  
Job Code: 150417K

Qualifications: High school diploma or equivalent. CPR and Food Safety Certification is required within 6 months of hire. No prior criminal record in the past seven (7) years. WORKING CONDITIONS: Able to work nights, weekends and holidays as assigned. Ability to lift a maximum of fifty (50) pounds from floor to shelf. All conditions from hot/humid to sub-zero weather. Travel for training as necessary.

Apply to: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX

SLOT SERVICE SUPERVISOR (NIGHTS & WEEKENDS SHIFT)  
DEPARTMENT OF BUSINESS - HCG-BRF-SLOTS  
Closing Date: 5/1/2015

Location: BLACK RIVER FALLS

Submit: Application and Resume  
Pay Rate: 16.00  
Status: FULL-TIME  
Job Code: 150417L

Qualifications: High School Diploma or GED certificate is required. Must have one (1) year of supervisory experience. Must be bondable and licensable according to tribal policy. Must be proficient in Microsoft Office Applications. Must pass Slot Service Supervisor Test at time of interview. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

Apply to: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX

SLOT SERVICE TECHNICIAN II (GRAVEYARD SHIFT)  
DEPARTMENT OF BUSINESS - HCG-WI DELLS-SLOTS  
Closing Date: 5/1/2015

Location: BARABOO

Submit: Application  
Pay Rate: 13.00  
Status: FULL-TIME  
Job Code: 150417M

Qualifications: High School Diploma or GED certificate is required. A two (2) year Degree in Electronics preferred. Must have six (6) months prior experience as a Slot Service Technician I or higher or equivalent experience in related field. Must be bondable and licensable according to tribal policy. Must pass the Slot Service Technician II test at time of interview. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

TRIBAL ATTORNEY (8:00a-4:30p)  
DEPARTMENT OF JUSTICE -  
Closing Date: 5/1/2015

Location: BLACK RIVER FALLS

Submit: Application and Resume  
Pay Rate: 31.00  
Status: FULL-TIME  
Job Code: 150417N

Qualifications: Member of the Wisconsin State Bar or eligible for admission within 9 months of employment. Licensed or eligible to practice law in Federal Bar. Entry level to five (5) years of experience. Litigation and advocacy experience. Must become and maintain membership in the Ho-Chunk Bar Association.

*Ho-Chunk Preference will be applied in hiring.

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*All applicants will be subject to the Ho-Chunk Nation Drug, Alcohol and Controlled Substance Policy.

*Some of the jobs posted may require a gaming license.

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation.
**DEPARTMENT OF PERSONNEL**

**HO-CHUNK NATION JOB POSTING**

**POST DATE: 4/28/2015**

This listing can also be located at www.ho-chunknation.com and is normally updated on Tuesday and Friday of each week.

*To be considered for this position(s) you must submit a copy of your degree/certification for education beyond high school.

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

***TRUCK DRIVER (8:00a-4:30p)(CDL REQUIRED)***

**Closing Date: 5/1/2015**

**DEPARTMENT OF HOUSING - HEAVY EQUIPMENT**

**Location: TOMAH**

Submit: Application and Resume  
Pay Rate: 14.00  
Status: FULL-TIME  
Job Code: 1504170

Qualifications: High school diploma or equivalent. Three (3) years demonstrated heavy truck driving experience with endorsements. Must have a valid endorsement license level of A, B, and C. Knowledge of truck mechanics, air brakes and diesel engines. Must be able to lift heavy articles, bend, stoop, load and unload cargo. Possess good coordination skills and good hearing. Possess good driving record (at least one year with no driving violations). Must possess and maintain a valid driver’s AND CDL (Commercial Driver’s License) license, dependable transportation and proper insurance. WORKING CONDITIONS: Must be able to work under a variety of weather and traffic conditions (dirt, fumes and greasy conditions).

Apply to: Ho-Chunk Gaming - Nekoosa, 949 Cty Trk. G, Nekoosa, WI 54457, (715) 886-3649 - FAX

***ADMINISTRATIVE ASSISTANT (1ST SHIFT)***

**Closing Date: 5/5/2015**

**DEPARTMENT OF BUSINESS - HCG-NEKOOSA-F&B**

**Location: NEKOOSA**

Submit: Application  
Pay Rate: 9.00  
Status: FULL-TIME  
Job Code: 150421A

Qualifications: High school diploma or equivalent with emphasis in clerical and/or office procedures. Two years experience or education in a business or office setting. Excellent English comprehension skill in reading, writing, spelling and composition. Good knowledge of telephone procedures and very good telephone courtesy. Ability to take and prepare letters, memos and reports under general direction. Good business math and math machine skills. Excellent ability to follow direction and procedures, and maintain confidentiality. Use IBM compatible, word processing equipment, spreadsheets and database file systems. Very good skills at coordinating people, programs and procedures. Valid driver’s license, dependable transportation and proper insurance may be required.

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

***ASSISTANT COURT CLERK (8:00a-4:30p)***

**Closing Date: 5/5/2015**

**JUDICIAL BRANCH - TRIAL COURT**

**Location: BLACK RIVER FALLS**

Submit: Application and Resume  
Pay Rate: 12.00  
Status: FULL-TIME  
Job Code: 150421B

Qualifications: High school graduate or equivalent. At least two (2) years’ experience as administrative assistant/receptionist. Strong typing, word-processing and computer skills. Must be able to type 40 wpm. Record and bookkeeping experience and familiarity with tribal programs and operations desirable. Must be bondable. First preference to members of the Ho-Chunk Nation, second preference to the Native Americans. Must be able to pass a comprehensive background check. No felony convictions, no current open criminal cases or civil matters that would reflect negatively on the Judicial Branch. Valid driver’s license, dependable transportation and proper insurance is required. WORKING CONDITIONS: Office setting, courtroom. Occasional travel may be required.

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

***CERTIFIED NURSING ASSISTANT (8:00a-4:30p)***

**Closing Date: 5/5/2015**

**DEPARTMENT OF HEALTH - COMMUNITY HEALTH**

**Location: WITTEMBERG**

Submit: Application  
Pay Rate: 12.00  
Status: FULL-TIME  
Job Code: 150421C

Qualifications: Must have a High School Diploma or equivalent. Certified Nurse Assistant Certification is required. Must be certified in CPR and First Aid. Must be 21 years of age or older. Must promote a healthy non-abusive lifestyle. Valid driver’s license, dependable transportation and proper insurance are required. WORKING CONDITIONS: All health care services are provided in the home or community setting. Traveling is a necessity. Be available to “float” to other areas as assigned by the supervising CHN. This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207(c) and shall be subject to a background investigation as a condition of employment.

*Ho-Chunk Preference will be applied in hiring.

*A completed application and resume (if specified) must be submitted and received in the appropriate Personnel or Human Resource office (identified above) no later than 4:00pm on the closing date to be considered for the posted position.

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*Some of the jobs posted may require a gaming license.

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation.
ENVIROMENT SERVICE SUPERVISOR (3RD SHIFT)

Location: MADISON

Submit: Application Pay Rate: 12.00 Status: FULL-TIME Job Code: 150421D

Qualifications: High School Diploma or equivalent and two (2) to four (4) years of combined education/experience in relevant field. One (1) to two (2) years of supervisory experience. Knowledge of inventory of all units, tools, and materials of real property. Knowledge of chemical usage, storage, and disposal. Knowledge of personal protective equipment preferred. Knowledge of Microsoft Office products. Must be bondable. Able to work nights, weekends, and holidays as assigned. Must have valid driver’s license, dependable transportation and proper insurance. WORKING CONDITIONS: Smoking environment. All conditions from hot/humid to sub-zero weather.

FRONT DESK SUPERVISOR (VARIOUS SHIFTS)

Location: BARABOO

Submit: Application and Resume Pay Rate: 12.00 Status: FULL-TIME Job Code: 150421E

Qualifications: High school graduate or equivalent, advanced education desirable. Minimum two years work experience in a hotel preferred or other supervisory experience considered. Ability to communicate clearly and effectively verbally and in writing. Basic familiarity with the Microsoft windows computer operating system environment. Ability to work varied hours and shifts, including evenings and weekends if needed. Must understand and follow organizational chain of command. Requires keyboarding, standing, walking, writing, sitting, and hearing and visual perception and required to lift and carry up to 25 lbs. Must have valid driver’s license, dependable transportation, and proper insurance.

LABOR POOL WORKER (VARIOUS SHIFTS)

Location: BLACK RIVER FALLS

Submit: Application and Resume Pay Rate: 10.00 Status: FULL-TIME/PART-TIME Job Code: 150421F

Qualifications: Must have good written and oral communication skills and the ability to deal effectively and interact well with customers and employees. Must have basic math skills, able to read, write, and understand English. Must be trainable, (Note: Department of Labor will assist with obtaining a GED and/or HSED if required). Must have working attire required by position. Must be professional and preferably bondable. Must possess basic personal computer skills. Must be willing to learn the tribal structure and organization. A valid driver’s license may be required. Must meet all minimum qualifications as required by position. WORKING CONDITIONS: Ability to work nights, weekends and holidays. Must be able to stand, walk, stoop, bend, and move through work shift. Must have good eyesight, cannot be colorblind. Must have dexterity in both hands. Must be able to lift and move frequently a minimum of 25 lbs. and infrequently lift and move up to 50 lbs. As determined by position and facility placement.

LEAD CAGE SHIF SUPERVISOR (VARIOUS SHIFTS)

Location: BLACK RIVER FALLS

Submit: Application and Resume Pay Rate: 14.00 Status: FULL-TIME Job Code: 150421G

Qualifications: Must have a high school diploma or GED. Two years training in accounting or related field. Three years experience in bookkeeping, accounting or responsible cash handling. Must have gaming license, or be able to obtain gaming license. WORKING CONDITIONS: Must have good eyesight. Must have dexterity in both hands. Infrequent lifting of up to 100 pounds. Primary lifting requirements is 10-15 pounds on a consistent basis. Must be able to walk, stoop, bend, and stand for long periods of time. Smoking environment. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

*Ho-Chunk Preference will be applied in hiring.

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*Some of the jobs posted may require a gaming license.

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PROMOTIONS MANAGER (8:00a-4:30p)
Closing Date: 5/5/2015
DEPARTMENT OF BUSINESS - HCG-BRF-MARKETING
Location: BLACK RIVER FALLS
Submit: Application and Resume  Pay Rate: 13.00  Status: FULL-TIME  Job Code: 150421H
Qualifications: Must have excellent supervisory skills and scheduling experience. Must have knowledge of the hospitality industry. Ability to organize large groups and events. Must be disciplined in planning and follow through with assignments. Must be able to work well as part of a team. Must possess excellent communication skills. Must be bondable and hold a gaming license. Must present a neat, clean professional appearance. Ability to work varying hours and days (including weekends and holidays). High school and two years of college education preferred. Minimum of three years experience in advertising, special events, or promotion. Marketing management experience preferred. Gaming industry background a plus. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

SURVEILLANCE AGENT (3RD SHIFT)
Closing Date: 5/5/2015
DEPARTMENT OF JUSTICE - HCG-WITTENBERG-SURVEILLANCE
Location: WITTENBERG
Submit: Application  Pay Rate: 13.00  Status: FULL-TIME  Job Code: 150421L
Qualifications: Must possess a high school diploma or equivalent. Must have at least one year of higher education. Must have some experience in surveillance/military or criminal justice related field, one (1) year preferred. Four (4) years of casino gaming experience will waive surveillance or criminal justice requirement. Must have eyesight correctable to 20/20 with no color blindness. Must be able to obtain a Gaming License. Possession of working vehicle, valid driver’s license and proper insurance. WORKING CONDITIONS: Be able to sit for extended periods of time and observe in close quartered areas. Must be able to work flexible hours as required by the Surveillance Department. Be able to work in a low light environment. Be able to work in a smoke filled environment (gaming floor). Be able to observe CCTV monitors for extended periods of time. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

YOUTH COORDINATOR (VARIOUS SHIFTS)
Closing Date: 5/5/2015
DEPARTMENT OF SOCIAL SERVICES - YOUTH SERVICES
Location: BLACK RIVER FALLS
Submit: Application  Pay Rate: 11.00  Status: FULL-TIME  Job Code: 150421J
Qualifications: High school diploma or equivalent. Two years of experience working with youth in a structured program. Working experience facilitating youth discussion groups. Must have knowledge of Ho-Chunk or Native American culture and traditions. Working experience with Microsoft; Outlook, Word, Excel, Access, PowerPoint and Publisher. Must lead a non-abusive lifestyle; alcohol-free, substance-free and free of domestic violence required throughout employment. Must meet the “Minimum Standards of Character criteria” regarding a criminal background check as a condition of employment when working with Native American children. CPR certified or must be certified within 90 days of hire. Valid driver’s license, dependable transportation and proper insurance. This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207(c) and shall be subject to a background investigation as a condition of employment.

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Basic knowledge of inventory of all units, tools, and materials of real property preferred

Qualifications

MUST BE BONDABLE. Ability to accurately use a calculator and other office machines as required. Must have demonstrated competence in mathematical skills, knowledge of accounting procedures and cash handling ability. Must be trustworthy. Must have working knowledge of gaming operation. Effectively represent the gaming enterprises in public and follow the chain of command. Reads, writes, and understands English. Cannot be colorblind. Must have good eyesight. Must have dexterity in both hands. Infrequent lifting of up to 100 lbs. Primary lifting requirements is 10-25 lbs on consistent basis. Must be able to walk, stoop, bend, and stand for long periods of time. One to three years of appropriate experience. Must have high school diploma or GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

Apply to: Ho-Chunk Gaming - Wisconsin Dells, S3214 County Road BD, Baraboo, WI 53913, (608) 355-4000 - FAX

CAGE CASHIER (GRAVEYARD SHIFT)

Closing Date: 5/8/2015

Location: BARABOO

Pay Rate: 10.00 Status: FULL-TIME Job Code: 150424A

Qualifications: High school diploma or equivalent. Must be a State of Wisconsin Certified Electrician. Knowledge of blueprint reading and knowledge of low voltage systems. Have training in math, electricity, mechanical drawing, science and shop. Good use of hand tools: screwdrivers, pliers, knives, hacksaw, power tools and testing equipment (volt meters and test lamp). MUST HAVE OWN TOOLS. Must not have been convicted of an offense related to theft, fraud, children or elders. Valid driver's license, dependable transportation and proper insurance.

Apply to: Ho-Chunk Gaming - Black River Falls, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX

ELECTRICIAN (VARIOUS SHIFTS)

Closing Date: 5/8/2015

Location: BLACK RIVER FALLS

Pay Rate: DOQ Status: FULL-TIME Job Code: 150424B

Qualifications: Basic knowledge of personal protective equipment preferred. Must be bondable. Able to work nights, weekends, and holidays as assigned. Dependable transportation is required. WORKING CONDITIONS: Smoking environment. All conditions from hot/humid to sub-zero weather.

Apply to: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53713, (608) 224-1801 - FAX

ENVIRONMENTAL SERVICE PERSON (VARIOUS SHIFTS)

Closing Date: 5/8/2015

Location: BLACK RIVER FALLS

Pay Rate: 9.00 Status: FULL-TIME Job Code: 150424C

Qualifications: High school diploma or equivalent is required. No experience needed, will train. Basic knowledge of inventory of all units, tools, and materials of real property preferred. Basic knowledge of chemical usage, storage, and disposal preferred. Basic knowledge of personal protective equipment preferred. Must be bondable. Able to work nights, weekends, and holidays as assigned. Dependable transportation is required. WORKING CONDITIONS: Smoking environment. All conditions from hot/humid to sub-zero weather.

Apply to: Ho-Chunk Gaming - Madison, 53913, (608) 355-4000 - FAX

FACILITIES PERSON (VARIOUS SHIFTS)

Closing Date: 5/8/2015

Location: MADISON

Pay Rate: 9.00 Status: FULL-TIME Job Code: 150424D

Qualifications: High school diploma or equivalent. No experience needed, will train. Basic knowledge of electrical, plumbing, masonry, carpentry and grounds preferred. Basic knowledge of inventory of all units, tools, and materials of real property preferred. Basic knowledge of techniques involved in inspections, analyzing and repair of simple to complex maintenance problems preferred. Basic knowledge of chemical usage, storage, and disposal preferred. Basic knowledge of personal protective equipment preferred. Must be bondable. Able to work night, weekends, and holidays as assigned. Must have dependable transportation. WORKING CONDITIONS: Smoking Environment. All conditions from hot/humid to sub-zero weather.

*Ho-Chunk Preference will be applied in hiring.

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**DEPARTMENT OF PERSONNEL**

**HO-CHUNK NATION JOB POSTING**

**POST DATE: 4/28/2015**

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Apply to: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53713, (608) 224-1801 - FAX

**INVENTORY EQUIPMENT SPECIALIST (3RD SHIFT)**

**DEPARTMENT OF BUSINESS - HCG-MADISON-FACILITY**

**Location: MADISON**

**Submit: Application**

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<td>10.00</td>
<td>FULL-TIME</td>
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Qualifications: High School Diploma or equivalent required. Two (2) years experience inventory and one (1) year experience in Industrial Cleaning Equipment Maintenance and Repair. Computer literate with emphasis in Word and Excel. Experience and ability to operate various hand and power tools. Experience and/or ability to operate and repair industrial cleaning equipment. Must be able to read, write and follow English written documentation and verbal instruction. Valid driver’s license, dependable transportation and proper insurance required.

**WORKING CONDITIONS:**

Must be able to perform the Physical Demand requirements as an Inventory/Equipment Specialist and Environmental Service Person. Must be able to stoop, kneel, reach, stretch, push, pull, bend, twist, lift, and climb. This position requires visual acuity, color perception and eye hand coordination. Continuously lift up to 10 pounds, occasionally lift up to 50 pounds, and seldom lift up to 100 pounds with assistance. Must be able to tolerate a smoke-filled environment. Must be able to work holidays, weekends, varying hours, and forty hours/week. Must be able to wear Personal Protective Equipment, including required safety shoes. Must be able to take orders, receive multiple requests, follow directions, complete a high workload of duties, complete additional training, and follow the chain of command and dress code.

Apply to: Ho-Chunk Gaming - Madison, 4002 Evan Acres Road, Madison, WI 53713, (608) 224-1801 - FAX

**MAINTENANCE SPECIALIST (1ST OR 2ND SHIFT)**

**DEPARTMENT OF BUSINESS - HCG-MADISON-FACILITY**

**Location: MADISON**

**Submit: Application**

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Qualifications: High school diploma or equivalent. One (1) to Two (2) years of general maintenance experience. Demonstrated working knowledge of electrical, plumbing, HVAC, masonry, and carpentry and grounds. Demonstrated working knowledge of inventory of all units, tools, and materials of real property. Demonstrated working knowledge of techniques involved in inspections, analyzing, and repair of simple to complex maintenance problems. Demonstrated working knowledge of chemical usage, storage, and disposal preferred. Demonstrated working knowledge of personal protective equipment preferred. Must be bondable. Able to work nights, weekends, and holidays as assigned. Must have a valid driver’s license, dependable transportation and proper insurance. **WORKING CONDITIONS:** Smoking environment. All conditions from hot/humid to sub-zero weather.

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

**MAINTENANCE WORKER II (2ND SHIFT)**

**DEPARTMENT OF ADMINISTRATION - HOUSE OF WELLNESS**

**Location: BARABOO**

**Submit: Application**

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<td>9.00</td>
<td>FULL-TIME</td>
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Qualifications: Must be 18 years of age, or older. Must be dependable and work effectively with little or no supervision. Must have high school diploma or equivalent. Must have valid driver’s license, liability insurance and dependable transportation. General knowledge in building, ground maintenance and other related fields.

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

**PATIENT REGISTRATION (DAY SHIFT)**

**DEPARTMENT OF HEALTH - HOUSE OF WELLNESS**

**Location: BARABOO**

**Submit: Application**

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Qualifications: High school diploma or equivalent. Knowledge of eligibility requirements of Indian Health Service (IHS) and health clinic. Knowledge of variety of computer programs. Must promote a healthy non-abusive lifestyle. Valid driver’s license, dependable transportation and proper insurance. **WORKING CONDITIONS:** Work in a clinic setting with 100% job duties and responsibilities. This position requires long periods of sitting, occasional standing and walking.

*Ho-Chunk Preference will be applied in hiring.

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**DEPARTMENT OF PERSONNEL**

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<td><strong>Location: MADISON</strong></td>
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<td>Submit: Application and Resume</td>
<td>Pay Rate: 11.00</td>
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<td>Qualifications: High School Diploma or equivalent. Minimum three (3) years of pertinent work experience in the personnel/human resource field. Good English comprehension skills in writing, spelling and composition. Valid driver’s license, dependable transportation, and proper insurance are required. WORKING CONDITIONS: Works in an office setting. Deadlines must be met with the utmost thoroughness and accuracy.</td>
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<tr>
<th>RECEIVING WAREHOUSE CLERK (1ST SHIFT)</th>
<th>Closing Date: 5/8/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEPARTMENT OF BUSINESS - HCG-WITTENBERG-FINANCE</strong></td>
<td></td>
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<tr>
<td><strong>Location: WITTENBERG</strong></td>
<td></td>
</tr>
<tr>
<td>Submit: Application</td>
<td>Pay Rate: 8.00</td>
</tr>
<tr>
<td>Qualifications: Good clerical and office skills. Able to perform assigned duties safely and efficiently. Must be able to bend, stoop, stand, lift, climb, and walk. High school diploma or GED.</td>
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<thead>
<tr>
<th>REWARDS CLUB AMBASSADOR (EVENING SHIFT)</th>
<th>Closing Date: 5/8/2015</th>
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</thead>
<tbody>
<tr>
<td><strong>DEPARTMENT OF BUSINESS - HCG-TOMAH-CASINO</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Location: TOMAH</strong></td>
<td></td>
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<tr>
<td>Submit: Application</td>
<td>Pay Rate: 10.00</td>
</tr>
<tr>
<td>Qualifications: High School Diploma or GED. Must be bondable. Hold gaming license, or be able to obtain a gaming license. Some knowledge of computers a plus. Must be able to drive both standard and automatic vehicles. Must have an excellent driving record. Must have a valid driver’s license, dependable transportation and proper insurance. WORKING CONDITIONS: All conditions from hot/humid to sub-zero weather. Smoking environment. Noise, stress, fast paced multi-tasking environment. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ROOMS CONTROL AUDITOR (VARIOUS SHIFTS)</th>
<th>Closing Date: 5/8/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEPARTMENT OF BUSINESS - HCG-WI DELLS-HOTEL/CONVENTION CENTER</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Location: BARABOO</strong></td>
<td></td>
</tr>
<tr>
<td>Submit: Application</td>
<td>Pay Rate: 10.00</td>
</tr>
<tr>
<td>Qualifications: High School or equivalent diploma (advanced education desirable). Minimum of two (2) years experience in housekeeping and laundry operations and two (2) years experience in Front Desk Operations. Must have a working knowledge of database, word processing, spreadsheet applications, property management systems, and have basic familiarity with the Microsoft Windows operating system environments. Must communicate clearly and effectively verbally and in writing. Must be able to type 40 wpm. Must be able to work varying hours and days (including weekends and holidays). Must have good hearing, visual perception, and manual dexterity. Must be able to on occasion lift and carry up to 25 pounds. Must be dependable and have a steady work history. Must have valid driver’s license, dependable transportation, and proper insurance. WORKING CONDITIONS: Inside and Outside of the building as needed.</td>
<td></td>
</tr>
</tbody>
</table>

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*Ho-Chunk Preference will be applied in hiring.*

*A completed application and resume (if specified) must be submitted and received in the appropriate Personnel or Human Resource office (identified above) no later than 4:00pm on the closing date to be considered for the posted position.*

*All applicants will be subject to the Ho-Chunk Nation Drug, Alcohol and Controlled Substance Policy.*

*Some of the jobs posted may require a gaming license.*

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation.*
Apply to: Ho-Chunk Gaming - Nekoosa, 949 Cty Trk. G, Nekoosa, WI 54457, (715) 886-3649 - FAX

SURVEILLANCE AGENT (VARIOUS SHIFTS)  
Closing Date: 5/8/2015

DEPARTMENT OF JUSTICE - HCG-NEKOOSA-SURVEILLANCE

Location: NEKOOSA

Submit: Application  Pay Rate: 13.00  Status: FULL-TIME  Job Code: 150424M

Qualifications: Must possess a high school diploma or equivalent. Must have at least one year of higher education. Must have some experience in surveillance/military or criminal justice related field, one (1) year preferred. Four (4) years of casino gaming experience will waive surveillance or criminal justice requirement. Must have eyesight correctable to 20/20 with no color blindness. Must be able to obtain a Gaming License. Possession of working vehicle, valid driver’s license and proper insurance. WORKING CONDITIONS: Be able to sit for extended periods of time and observe in close quartered areas. Must be able to work flexible hours as required by the Surveillance Department. Be able to work in a low light environment. Be able to work in a smoke filled environment (gaming floor). Be able to observe CCTV monitors for extended periods of time. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

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