



DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 4/28/2010

This listing can also be located at [www.ho-chunknation.com](http://www.ho-chunknation.com) and is normally updated on Wednesday 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 Casino/Bingo/Hotel, S3214 A Hwy 12, Baraboo, WI 53913, (608) 355-4000 - FAX**

**ADMINISTRATIVE ASSISTANT**

**Closing Date: 5/12/2010**

DEPARTMENT OF BUSINESS - HO-CHUNK CASINO-MARKETING

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: \$9.00**

**Status: FULL-TIME**

**Job Code: 100428A**

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. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

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**AUDIO VISUAL SPECIALIST**

**Closing Date: 5/12/2010**

DEPARTMENT OF BUSINESS - HO-CHUNK CASINO-MARKETING

**Location: BARABOO**

**Submit: Application**

**Pay Rate: \$12.00**

**Status: FULL-TIME**

**Job Code: 100428B**

Qualifications: Able to operate audio and video recording, presentation and editing equipment. Able to recover audio and video data from old, fragile media onto modern, durable media. Knowledge of multiple track audio and video recording media and their applications. High School Diploma or equivalent. Two years experience working with audio-visual media and equipment required. Must be available for flexible work schedule; on-call as needed. Excellent writing and oral skills. Knowledge of the Ho-Chunk language is preferred. Must be able to work effectively with little or no supervision. Excellent ability to follow direction and procedures, and maintain confidentiality. Must be dependable, energetic, possess initiative and be self-motivated. Valid Wisconsin driver's license, dependable transportation, and proper insurance is required.

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

**BENEFITS COORDINATOR/ADVOCATE**

**Closing Date: 5/12/2010**

DEPARTMENT OF HEALTH - HOUSE OF WELLNESS

**Location: BARABOO**

**Submit: Application**

**Pay Rate: \$10.00**

**Status: FULL-TIME**

**Job Code: 100428C**

Qualifications: Two years Health related degree required or minimum of 2-7 years experience in community-based activity in health related programming, planning and facilitation. Bachelor's Degree preferred. Valid driver's license, dependable transportation and proper insurance.

**Apply to: Majestic Pines Casino & Bingo, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

**BEVERAGE SERVER**

**Closing Date: 5/12/2010**

DEPARTMENT OF BUSINESS - MAJESTIC PINES CASINO-F&B

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: \$6.00**

**Status: PART-TIME**

**Job Code: 100428D**

Qualifications: Will train. Some food experience helpful. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

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

**CAGE CASHIER**

**Closing Date: 5/12/2010**

DEPARTMENT OF BUSINESS - WITTENBERG CASINO-CAGE

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: \$10.00**

**Status: FULL-TIME**

**Job Code: 100428E**

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.

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**CERTIFIED MEDICAL ASSISTANT**

**Closing Date: Open Until Filled**

DEPARTMENT OF HEALTH - HEALTH CLINIC - BRF

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: \$12.00**

**Status: FULL-TIME**

**Job Code: 100428F**

Qualifications: Graduation from an accredited Medical Assistant program. Maintain certification as a Medical Assistant. CPR to be maintained during employment – will provide course. Competent in phlebotomy. Must have a valid driver's license, dependable transportation and proper vehicle insurance. 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."

**Apply to: Ho-Chunk Casino/Bingo/Hotel, S3214 A Hwy 12, Baraboo, WI 53913, (608) 355-4000 - FAX**

**HOST/HO-CHUNK CASINO-FOOD & BEVERAGE**

**Closing Date: 5/12/2010**

DEPARTMENT OF BUSINESS - HO-CHUNK CASINO-FOOD & BEVERAGE

**Location: BARABOO**

**Submit: Application**

**Pay Rate: \$8.00**

**Status: PART-TIME**

**Job Code: 100428G**

Qualifications: 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 Casino/Bingo/Hotel, S3214 A Hwy 12, Baraboo, WI 53913, (608) 355-4000 - FAX**

**LAUNDRY ATTENDANT**

**Closing Date: 5/12/2010**

DEPARTMENT OF BUSINESS - HO-CHUNK HOTEL/CONVENTION CENTER

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 8.00**

**Status: FULL-TIME**

**Job Code: 100428H**

Qualifications: High school graduate or equivalent desired. 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, and up to 50 pounds as required. Must be bondable. Must have dependable transportation.

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**LEAD MAINTENANCE/POOL TECHNICIAN**

**Closing Date: 5/12/2010**

DEPARTMENT OF BUSINESS - HO-CHUNK CASINO - FACILITIES

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 13.00**

**Status: FULL-TIME**

**Job Code: 100428I**

Qualifications: Associate Degree in Facility Systems Technology, Building Services or Facility Maintenance Diploma. Three to four year's experience as apprentice under lead maintenance manager or equivalent with extensive mechanical, electrical, plumbing heating masonry and carpentry background experience. Certification by the National Swimming Pool Foundation as a Certified Pool Operator. Must have through knowledge of building systems, HVAC, electrical, structural, plumbing and grounds. Knowledge of inventory of all units, tools and materials of real property. Knowledge of techniques involved inspection, analyzing and repair of simple to complex housing maintenance problems. Cost analysis for materials in repair of buildings. Must be physically able to stand, bend, stoop, walk and do heavy-lifting (50 pounds) and effectively move heavy objects from one location to another safely. Must be willing to work in extreme varied weather conditions all year. Ability to work varying hours and days (including weekends and holidays). Must have valid driver's license, dependable transportation and proper insurance.

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**MAINTENANCE WORKER**

**Closing Date: 5/12/2010**

JUDICIAL BRANCH - TRIAL COURT

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: 8.00**

**Status: PART-TIME**

**Job Code: 100428J**

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 North Casino, N7214 US Hwy 45, PO Box J, Wittenberg, WI 54499, (715) 253-3183**

**MAINTENANCE SPECIALIST**

**Closing Date: 5/12/2010**

DEPARTMENT OF BUSINESS - WITTENBERG CASINO-FACILITIES

**Location: WITTENBERG**

**Submit: Application**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 100428K**

Qualifications: Strong analytical and written skills. Must be able to bend, stoop, stand, and walk. Ability to lift up to 50 lbs. on a regular basis. High School diploma or equivalent. Two years experience in maintenance work. Knowledge of electrical, plumbing, heating, air conditioning, masonry, and carpentry. Knowledge of inventory of all units, tools, and materials of real property. Knowledge of techniques involved in inspections, analyzing, and repair of simple to complex housing maintenance problems. Must be reliable and responsible. Must have a valid driver's license, liability insurance. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

**Apply to: Ho-Chunk Casino/Bingo/Hotel, S3214 A Hwy 12, Baraboo, WI 53913, (608) 355-4000 - FAX**

**PBX OPERATOR**

**Closing Date: 5/12/2010**

DEPARTMENT OF BUSINESS - HO-CHUNK CASINO/HOTEL

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 8.00**

**Status: PART-TIME**

**Job Code: 100428L**

Qualifications: High school graduate or equivalent. Ability to communicate clearly and effectively verbally and in writing. Basic familiarity with the Microsoft Windows computer operating system environment. Ability to type at least 40 words per minute. Able to work varied hours and shifts, including evenings and weekends if needed. Must understand and follow organizational chain of command. Requires keyboarding, writing, sitting, and hearing and visual perception. Must be bondable. Must have dependable transportation.

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ROOM ATTENDANT

Closing Date: 5/12/2010

DEPARTMENT OF BUSINESS - HO-CHUNK CASINO/HOTEL

Location: BARABOO

Submit: Application

Pay Rate: 10.00

Status: PART-TIME

Job Code: 100428M

Qualifications: Ability to work varying hours and days, (including weekends, evenings, and holidays). Ability to maintain acceptable attendance. Ability to maintain a positive, cheerful disposition and be a team player. 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. 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 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.

Apply to: Rainbow Casino & Bingo, 949 Cty Trk. G, Nekoosa, WI 54457, (715) 886-3649 - FAX

SECURITY OFFICER

Closing Date: Open Until Filled

DEPARTMENT OF BUSINESS - RAINBOW-SECURITY

Location: NEKOOSA

Submit: Application

Pay Rate: 11.00

Status: PART-TIME

Job Code: 100428N

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.

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TREASURY EXECUTIVE ADMINISTRATIVE ASSISTANT

Closing Date: 5/12/2010

DEPARTMENT OF TREASURY -

Location: BLACK RIVER FALLS

Submit: Application

Pay Rate: 12.00

Status: FULL-TIME

Job Code: 100428O

Qualifications: Must possess excellent verbal and written communication skills. Must possess excellent telephone etiquette. Must be able to effectively organize and prioritize work in a fast-paced environment. Must understand the concept of confidentiality and demonstrate it on a daily basis. High school diploma or equivalent. Have a least 3 years experience working in an office setting. Must have experience using Microsoft Word, Excel, PowerPoint, and Adobe software. No convictions for any felony or for a misdemeanor involving dishonesty. Valid driver's license with dependable transportation.

PREVIOUS POSTINGS - FOR ALL FACILITIES  
(PLEASE REFER TO PREVIOUS POSTING - 4/21/2010 - FOR MORE INFORMATION)

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**CLINIC PHYSICIAN**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - HEALTH - BARABOO

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 090902D**

**Apply to: Majestic Pines Casino & Bingo, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

**SOFT COUNT ASSOCIATE**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - TOMAH WTC CASINO

**Location: TOMAH**

**Submit: Application**

**Pay Rate: \$10.00**

**Status: PART-TIME**

**Job Code: 090909S**

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

**FAMILY NURSE PRACTITIONER/NURSING SUPERVISOR**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - HOUSE OF WELLNESS

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 090923D**

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

**HOST/HOSTESS CASHIER**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF BUSINESS - DEJOPE FOOD & BEVERAGE

**Location: MADISON**

**Submit: Application**

**Pay Rate: \$8.00**

**Status: FULL-TIME/PART-TIME**

**Job Code: 091007E**

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

**SOCIAL WORKER GRADE C**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF SOCIAL SERVICES - CHILD AND FAMILY SERVICES

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 091007L**

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

**MENTAL HEALTH CLINICIAN**

**Closing Date:**

**Open Until Filled**

DEPARTMENT OF HEALTH - HEALTH OFFICE - BRF

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: \$20.00**

**Status: FULL-TIME**

**Job Code: 091021H**

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**CLINIC REGISTERED NURSE/NURSE EDUCATOR** Closing Date: Open Until Filled  
DEPARTMENT OF HEALTH - HEALTH CLINIC - BRF  
**Location: BLACK RIVER FALLS**  
Submit: Application and Resume Pay Rate: DOQ Status: FULL-TIME Job Code: 091125B

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

**MENTAL HEALTH MANAGER** Closing Date: Open Until Filled  
DEPARTMENT OF HEALTH - HEALTH CLINIC - BRF  
**Location: BLACK RIVER FALLS**  
Submit: Application and Resume Pay Rate: DOQ Status: FULL-TIME Job Code: 100120G

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

**PHARMACIST** Closing Date: Open Until Filled  
DEPARTMENT OF HEALTH - HEALTH CLINIC - BRF  
**Location: BLACK RIVER FALLS**  
Submit: Application and Resume Pay Rate: DOQ Status: FULL-TIME Job Code: 100217H

**Apply to: Ho-Chunk Casino/Bingo/Hotel, S3214 A Hwy 12, Baraboo, WI 53913, (608) 355-4000 - FAX**

**GUEST SERVICE REPRESENTATIVE (3RD SHIFT)** Closing Date: Open Until Filled  
DEPARTMENT OF BUSINESS - HO-CHUNK CASINO/HOTEL  
**Location: BARABOO**  
Submit: Application Pay Rate: 8.00 Status: PART-TIME Job Code: 100303F

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

**INDIAN CHILD WELFARE COORDINATOR** Closing Date: Open Until Filled  
DEPARTMENT OF SOCIAL SERVICES - CHILD AND FAMILY SERVICES  
**Location: BLACK RIVER FALLS**  
Submit: Application Pay Rate: 12.00 Status: FULL-TIME Job Code: 100303G

**Apply to: Ho-Chunk Casino/Bingo/Hotel, S3214 A Hwy 12, Baraboo, WI 53913, (608) 355-4000 - FAX**

**LIFEGUARD** Closing Date: Open Until Filled  
DEPARTMENT OF BUSINESS - HO-CHUNK CASINO/HOTEL  
**Location: BARABOO**  
Submit: Application Pay Rate: 8.00 Status: PART-TIME Job Code: 100303H

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**NIGHT AUDITOR**

Closing Date:

Open Until Filled

ANY - HO-CHUNK CASINO/HOTEL

Location: BARABOO

Submit: Application

Pay Rate: 9.00

Status: PART-TIME

Job Code: 100303i

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

**RECEIVING/WAREHOUSE CLERK**

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - DEJOPE GAMING-PURCHASING

Location: MADISON

Submit: Application and Resume

Pay Rate: 8.00

Status: FULL-TIME

Job Code: 100303J

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

**CLINIC REGISTERED NURSE (NURSE 4)**

Closing Date:

Open Until Filled

DEPARTMENT OF HEALTH - HOUSE OF WELLNESS

Location: BARABOO

Submit: Application and Resume

Pay Rate: 17.00

Status: FULL-TIME

Job Code: 100310C

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

**CLINIC REGISTERED NURSE/NURSE EDUCATOR**

Closing Date:

Open Until Filled

DEPARTMENT OF HEALTH - HOUSE OF WELLNESS

Location: BARABOO

Submit: Application and Resume

Pay Rate: \$22.00

Status: FULL-TIME

Job Code: 100310D

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

**DENTIST**

Closing Date:

Open Until Filled

DEPARTMENT OF HEALTH - HEALTH CLINIC - BRF

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 100310E

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

**LANDS SUPERVISOR**

Closing Date:

Open Until Filled

DEPARTMENT OF HERITAGE PRESERVATION - DNR

Location: BLACK RIVER FALLS

Submit: Application, Resume and Letter of Application

Pay Rate: 15.00

Status: FULL-TIME

Job Code: 100317C

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**CLINIC OFFICE MANAGER** Closing Date: Open Until Filled  
DEPARTMENT OF HEALTH - HEALTH CLINIC - BRF  
**Location: BLACK RIVER FALLS**  
Submit: Application Pay Rate: \$12.00 Status: FULL-TIME Job Code: 100324D

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

**DOMESTIC ABUSE ADVOCATE** Closing Date: Open Until Filled  
DEPARTMENT OF SOCIAL SERVICES - DOMESTIC ABUSE SERVICES  
**Location: NECEDAH**  
Submit: Application and Resume Pay Rate: \$12.00 Status: FULL-TIME Job Code: 100324F

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

**PHARMACIST** Closing Date: Open Until Filled  
DEPARTMENT OF HEALTH - HOUSE OF WELLNESS  
**Location: BARABOO**  
Submit: Application and Resume Pay Rate: DOQ Status: FULL-TIME Job Code: 100331H

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

**SECURITY OFFICER** Closing Date: Open Until Filled  
DEPARTMENT OF BUSINESS - WITTENBERG CASINO-SECURITY  
**Location: WITTENBERG**  
Submit: Application Pay Rate: \$11.00 Status: FULL-TIME Job Code: 100331M

**Apply to: Majestic Pines Casino & Bingo, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

**FLOOR SALES** Closing Date: Open Until Filled  
DEPARTMENT OF BUSINESS - MAJESTIC PINES BINGO  
**Location: BLACK RIVER FALLS**  
Submit: Application Pay Rate: \$8.00 Status: FULL-TIME Job Code: 100407B

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

**MAINTENANCE PERSON** Closing Date: Open Until Filled  
DEPARTMENT OF BUSINESS - WITTENBERG CASINO-FACILITIES  
**Location: WITTENBERG**  
Submit: Application Pay Rate: \$9.00 Status: FULL-TIME/PART-TIME Job Code: 100407F

- N** \*Ho-Chunk Preference will be applied in hiring.  
**O** \*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.  
**T** \*All applicants will be subject to the Ho-Chunk Nation Drug, Alcohol and Controlled Substance Policy.  
**E** \*Some of the jobs posted may require a gaming license.



DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 4/28/2010

This listing can also be located at [www.ho-chunknation.com](http://www.ho-chunknation.com) and is normally updated on Wednesday 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 Casino/Bingo/Hotel, S3214 A Hwy 12, Baraboo, WI 53913, (608) 355-4000 - FAX**

**COUNTER SERVER/CASHIER**

**Closing Date: 4/28/2010**

DEPARTMENT OF BUSINESS - HO-CHUNK CASINO-FOOD & BEVERAGE

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 7.00**

**Status: PART-TIME**

**Job Code: 100414A**

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

**EXECUTIVE ADMINISTRATIVE ASSISTANT**

**Closing Date: 4/28/2010**

DEPARTMENT OF HOUSING -

**Location: TOMAH**

**Submit: Application and Resume**

**Pay Rate: \$10.00**

**Status: FULL-TIME**

**Job Code: 100414B**

**Apply to: Ho-Chunk Casino/Bingo/Hotel, S3214 A Hwy 12, Baraboo, WI 53913, (608) 355-4000 - FAX**

**FLOOR SALES**

**Closing Date: 4/28/2010**

DEPARTMENT OF BUSINESS - HO-CHUNK BINGO

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 8.00**

**Status: FULL-TIME**

**Job Code: 100414C**

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

**GAMING COMMISSIONER**

**Closing Date: 4/28/2010**

LEGISLATIVE OFFICE - GAMING COMMISSION

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 100414D**

**Apply to: Ho-Chunk Casino/Bingo/Hotel, S3214 A Hwy 12, Baraboo, WI 53913, (608) 355-4000 - FAX**

**KITCHEN STEWARD**

**Closing Date: 4/28/2010**

DEPARTMENT OF BUSINESS - HO-CHUNK CASINO-FOOD & BEVERAGE

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 8.00**

**Status: FULL-TIME**

**Job Code: 100414E**

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

**MAINTENANCE WORKER II**

**Closing Date: 4/28/2010**

DEPARTMENT OF ADMINISTRATION - HOUSE OF WELLNESS

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 9.00**

**Status: FULL-TIME**

**Job Code: 100414F**

- N** \*Ho-Chunk Preference will be applied in hiring.
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DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 4/28/2010

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**Apply to: Ho-Chunk Casino/Bingo/Hotel, S3214 A Hwy 12, Baraboo, WI 53913, (608) 355-4000 - FAX**

**PANTRY/PREP COOK**

**Closing Date: 4/28/2010**

DEPARTMENT OF BUSINESS - HO-CHUNK CASINO-FOOD & BEVERAGE

**Location: BARABOO**

**Submit: Application**

**Pay Rate: \$8.00**

**Status: FULL-TIME**

**Job Code: 100414G**

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

**PANTRY/PREP COOK**

**Closing Date: 4/28/2010**

DEPARTMENT OF BUSINESS - DEJOPE FOOD & BEVERAGE

**Location: MADISON**

**Submit: Application**

**Pay Rate: 8.00**

**Status: FULL-TIME**

**Job Code: 100414H**

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

**PRODUCTION COOK**

**Closing Date: 4/28/2010**

DEPARTMENT OF BUSINESS - DEJOPE FOOD & BEVERAGE

**Location: MADISON**

**Submit: Application**

**Pay Rate: \$9.00**

**Status: FULL-TIME**

**Job Code: 100414I**

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

**REVENUE AUDIT CLERK**

**Closing Date: 4/28/2010**

DEPARTMENT OF BUSINESS - DEJOPE-REVENUE

**Location: MADISON**

**Submit: Application**

**Pay Rate: 9.00**

**Status: FULL-TIME**

**Job Code: 100414J**

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

**SECURITY SHIFT SUPERVISOR**

**Closing Date: 4/28/2010**

DEPARTMENT OF BUSINESS - WITTENBERG CASINO-SECURITY

**Location: WITTENBERG**

**Submit: Application and Resume**

**Pay Rate: 13.00**

**Status: FULL-TIME**

**Job Code: 100414K**

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

**SOFT COUNT ASSOCIATE**

**Closing Date: Open Until Filled**

DEPARTMENT OF BUSINESS - DEJOPE-COUNT

**Location: MADISON**

**Submit: Application**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 100414L**

- N** \*Ho-Chunk Preference will be applied in hiring.
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- E** \*Some of the jobs posted may require a gaming license.



DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 4/28/2010

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

**SYSTEMS TECHNICIAN**

**Closing Date: 4/28/2010**

DEPARTMENT OF ADMINISTRATION - IT-TOB

**Location: BLACK RIVER FALLS**

Submit: Application and Resume

Pay Rate: 18.00

Status: FULL-TIME

Job Code: 100414M

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

**ADMINISTRATIVE ASSISTANT**

**Closing Date: 5/5/2010**

DEPARTMENT OF PERSONNEL - HUMAN RESOURCES

**Location: BARABOO**

Submit: Application and Resume

Pay Rate: \$8.00

Status: FULL-TIME

Job Code: 100421A

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

**BUS MONITOR**

**Closing Date: 5/5/2010**

DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

**Location: WITTENBERG**

Submit: Application

Pay Rate: 8.26

Status: QUARTER-TIME

Job Code: 100421B

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

**COMMUNITY YOUTH COORDINATOR**

**Closing Date: 5/5/2010**

DEPARTMENT OF SOCIAL SERVICES - YOUTH SERVICES

**Location: BLACK RIVER FALLS**

Submit: Application

Pay Rate: 11.00

Status: FULL-TIME

Job Code: 100421C

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

**COMMUNITY YOUTH COORDINATOR**

**Closing Date: 5/5/2010**

DEPARTMENT OF SOCIAL SERVICES - YOUTH SERVICES

**Location: LA CROSSE**

Submit: Application

Pay Rate: 11.00

Status: FULL-TIME

Job Code: 100421D

**Apply to: Majestic Pines Casino & Bingo, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

**DEALER**

**Closing Date: 5/5/2010**

DEPARTMENT OF BUSINESS - MAJESTIC PINES CASINO - TABLEGAMES

**Location: BLACK RIVER FALLS**

Submit: Application

Pay Rate: 6.00

Status: PART-TIME

Job Code: 100421E

- N \*Ho-Chunk Preference will be applied in hiring.
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- E \*Some of the jobs posted may require a gaming license.



DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 4/28/2010

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

**LIFEGUARD LEVEL I**

**Closing Date: 5/5/2010**

DEPARTMENT OF ADMINISTRATION - HOUSE OF WELLNESS

**Location: BARABOO**

**Submit: Application**

**Pay Rate: 10.00**

**Status: FULL-TIME**

**Job Code: 100421F**

**Apply to: Ho-Chunk Casino/Bingo/Hotel, S3214 A Hwy 12, Baraboo, WI 53913, (608) 355-4000 - FAX**

**RESTAURANT/BEVERAGE SERVICES SUPERVISOR**

**Closing Date: 5/5/2010**

DEPARTMENT OF BUSINESS - HO-CHUNK CASINO-FOOD & BEVERAGE

**Location: BARABOO**

**Submit: Application and Resume**

**Pay Rate: 11.00**

**Status: FULL-TIME**

**Job Code: 100421G**

**Apply to: Majestic Pines Casino & Bingo, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX**

**SALES SUPERVISOR**

**Closing Date: 5/5/2010**

DEPARTMENT OF BUSINESS - MAJESTIC PINES BINGO

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 11.00**

**Status: FULL-TIME**

**Job Code: 100421H**

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

**SECRETARY II**

**Closing Date: 5/5/2010**

DEPARTMENT OF HERITAGE PRESERVATION - HERITAGE-ARCHIVES

**Location: BLACK RIVER FALLS**

**Submit: Application and Resume**

**Pay Rate: 8.00**

**Status: FULL-TIME**

**Job Code: 100421I**

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

**SURVEILLANCE AGENT**

**Closing Date: 5/5/2010**

DEPARTMENT OF JUSTICE - DEJOPE-SURVEILLANCE

**Location: MADISON**

**Submit: Application and Resume**

**Pay Rate: 11.00**

**Status: FULL-TIME**

**Job Code: 100421J**

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

**TRIBAL ATTORNEY**

**Closing Date: Open Until Filled**

DEPARTMENT OF JUSTICE -

**Location: BLACK RIVER FALLS**

**Submit: Application**

**Pay Rate: DOQ**

**Status: FULL-TIME**

**Job Code: 100421K**

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