



Seneca Gaming Authority

JOB POSTING

DEADLINE : FRIDAY August 28, 2026

JOB TITLE : Executive Legal Assistant to General Counsel (1 FT)

DEPARTMENT : Administration

LOCATION : Niagara Falls

RATE OF PAY : \$30.16 / hour

POSITION SUMMARY :

Under the general supervision of the General Counsel, performs executive administrative functions which include maintaining and coordinating calendars, preparing and reviewing legal documents, maintaining files and office equipment. Maintains confidentiality of all privileged information.

MINIMUM QUALIFICATIONS :

Bachelor's Degree or three years of executive level administrative experience. Paralegal certification preferred. Current valid Driver's License or ability to obtain one within thirty (30) days is required. Notary preferred or the ability to become a notary. Must be able to successfully pass a pre-employment drug / alcohol screen and background investigation. Must be able to be approved for and maintain a valid Nation Key License. No employee shall have been convicted of a felony identified in the Seneca Nation of Indians Class III Gaming Ordinance. Seneca preference.

SUBMIT YOUR APPLICATION / RESUME TO :

SENECA GAMING AUTHORITY HUMAN RESOURCES DEPT.

777 Seneca Allegany Blvd. Salamanca NY 14779

Email : HR@senecagamingauthority.com

Phone : (716) 244-5330

Fax : (716) 244-5407