



## Picayune Rancheria of the Chukchansi Indians Tribal Gaming Commission

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### JOB DESCRIPTION

<b>Job Title:</b>	<b>Licensing Supervisor</b>
<b>Department:</b>	Backgrounds Department
<b>Reports to:</b>	Licensing Manager; Executive Director and Gaming Commissioners
<b>Location:</b>	Gaming Commission Licensing
<b>Shift:</b>	Flexibility of hours required, Monday-Friday 8am-4pm However, subject to call-in at any time
<b>Position Status:</b>	Regular Full Time
<b>Salary Level:</b>	Salary DOE

### SUMMARY

Perform background investigation for licensing of applicants and employees. Develop and maintain vendor and casino employee licensing procedures. Process day-to-day activities of the Licensing Department in the absence of the Licensing Manager.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform background and investigation for licensing of all applicants; includes financial and credit history information, criminal history information, civil information, employment verification, education verification, military records information, and personnel reference information.
2. Maintain liaison with other Tribal Governments and law enforcement agencies.
3. Prepare written reports regarding suitability, license denials, revocations, suspensions, and specific license requirements or conditions, for submission to the Tribal Gaming Commission, Tribal Council, NIGC, the California Division of Gaming Control, and law enforcement agencies.
4. Maintain knowledge of current laws pertaining to regulatory issues concerning Indian Gaming.
5. Make license suitability recommendations to the Gaming Commission based on background results.
6. Testify and/or present evidence at hearings regarding licensing sanctions imposed by the Tribal Gaming Commission.
7. Perform fingerprinting of license applicants. Possess general knowledge of the Electronic Live Scan System, and the ability to correct minor problems as they occur.
8. Maintain files and records of all license applicants, and statistical records of all Gaming Commission license activity.
9. Determine vendor licensing requirements as set forth by the Tribal Ordinance and Compact. Issue and receive vendor and principal license applications and fees; conduct suitability background investigations on eligible businesses and their principals. Make vendor-licensing recommendations to the Commissioners.
10. Perform search of court records to determine suitability of applicants.
11. Must be available to travel to trainings and meetings.
12. Perform related and compatible duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.

1. Monitor quality and quantity of work performance of Licensing staff.
2. Provide guidance, counsel, training, and direction to Licensing staff as required.
3. Prepare statistical reports for the Licensing Manager as required.
4. Assist in recruiting and interviewing of Licensing staff as required.
5. Ensure all required records and files are maintained, and reporting requirements for Federal and State Officials are in compliance.
6. Perform all other related and compatible duties as assigned.
7. Make recommendations to the Licensing Manager and Executive Director for disciplinary actions.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential task satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

## **EDUCATION AND/OR EXPERIENCE**

At least a high school diploma or high school equivalency diploma is required to fill this position. An Associates degree from a two-year college or university is preferred. Two years of investigative experience with a law enforcement or regulatory agency conducting background investigations is required. At least one (1) year of experience in Tribal Gaming is required, but may be substituted, with three (3) or more years of experience with a law enforcement or regulatory agency conducting background investigations

## **ETHICAL BEHAVIOR**

Employees must behave honestly, fairly, and within legal boundaries at all times in regards to people, property, and confidential and privileged information. Employees are required to comply with all regulations, rules, controls, and department policies.

## **LANGUAGE SKILLS**

Must possess the ability to read and interpret documents such as laws, regulations, safety rules, credit reports, criminal records, operations and maintenance instructions, and procedural manuals. Must have competence to write routine reports, correspondence, and investigative reports detailing steps taken and results of background investigations. Possess the aptitude to speak effectively before a group of customers, employees, or organizations.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide common fractions and decimals.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standards exist. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **OTHER SKILLS AND ABILITIES**

Must possess excellent communication, leadership, and investigative skills. Must possess the ability to identify and resolve problems as they arise, and handle critical situations in an expedient and effective

manner. Must have above-average computer skills for maintaining database and word processing. Ability to work in a fast-paced environment. Must be able to work and get along with other people.

The employee shall work well under pressure; meet multiple and sometimes competing deadlines. The employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.

**EXAMINATION**

- Must take and successfully pass drug and alcohol test.
- Must successfully pass suitability determination.

**Chukchansi Tribal Member Preference Applies**

For purposes of hiring, promotions, transfers, and training all Tribal Member candidates must possess the Basic Qualifications stated in the job description. Basic qualifications are defined as those entry level qualifications essential to the performance of the basic responsibilities for each job category, including but not limited to education, training, specific work experience, employment record and physical skills (where applicable)."

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**Employee Signature**