



**United Auburn Indian Community
Tribal Gaming Agency**

Job Description

Job Title: Licensing Officer/Investigator

Department: UAIC Tribal Gaming Agency

Reports To: Director of Licensing, Tribal Gaming Agency

SUMMARY:

Responsible for conducting background investigations pursuant to federal, state and tribal regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Analyzes information on gaming license applications for the Thunder Valley Casino; interviews applicants;
- Interprets and applies the United Auburn Indian Community [UAIC] policy, procedures and regulations on gaming licenses to ensure consistency;
- Consults with Staff Attorney, Consultants, Director of Licensing and Executive Director on policy and administrative matters;
- Analyzes applications submitted for gaming licenses to ensure consistency and completeness;
- Researches, develops, and analyzes information and makes recommendations regarding approval or denial of gaming licenses;
- Uses Internet programs to gather background information on applicants;
- Takes an applicant's fingerprints for submission to the FBI;
- Read and analyze Criminal History Record information (CHRI) as submitted by the FBI and the NIGC;
- Write determination of suitability reports on licensees;

- Conducts detailed licensing investigations of current licensees for suspension and revocation of licenses;
- Other duties as required or assigned.

SUPERVISORY RESPONSIBILITIES:

None

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- UAIC Administrative Procedure, Background Investigations and Licensing procedure and other laws, administrative regulations, policies and procedures relating to Indian gaming licensing and compliance of gaming licenses;
- Data processing systems used by the agency in administering its licensing program;
- Purposes, organization and activities of the agency;
- Modern office methods, popular and current computer programs;
- The California Penal Code;
- The criminal justice system;

Skill and Ability to:

- Apply laws and regulations pertaining to gaming licensing at the Thunder Valley Casino;
- Reason logically and creatively; analyze data and present ideas and information effectively both orally and in writing;
- Consult with and advise all levels in the agency and other interested parties on licensing matters;
- Gain and maintain the confidence and cooperation of those contacted during the course of work; independently interpret and use reference material;
- Prepare correspondence independently;
- Apply laws and regulations pertaining to gaming licenses;
- Make clear and comprehensive reports and keep records; communicate effectively;

- Meet and deal tactfully with the public;
- take and roll applicant fingerprints;
- Use a computer and computer equipment and assist others in office with their work.
- Read and interpret documents such as procedure manuals;
- Speak effectively before groups of employees;
- Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form, and
- Other work as required or assigned.

MINIMUM QUALIFICATIONS, EDUCATION and/or EXPERIENCE:

One year certificate from a college or technical school; or one year related experience in licensing and/or law enforcement; or an equivalent combination of education and experience.

Special note: Applicants and incumbents must meet the licensing standards of the United Auburn Indian Community [UIAC] Administrative Procedure, Background Investigations and Licensing procedure.

CERTIFICATES AND LICENSES:

N/A

PHYSICAL DEMANDS:

While performing the duties of this job the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, talk or hear. The employee will need to be able to lift at least 10 lbs. The employee will also need to have close vision.

WORK ENVIRONMENT:

While performing the duties of this job the employee is occasionally required to work near a moderate noise level and in an environment that is subject to cigarette smoke.

Please email all resumes to resume@auburnrancheria.com or fax resumes to: (530) 878-5445. Must type Licensing Officer/Investigator in subject line to be considered