

PAWNEE NATION GAMING COMMISSION

JOB DESCRIPTION: LICENSE SPECIALIST, GAMING COMMISSION

Summary

The position of License Investigator is responsible for licensing employees and vendors in accordance to Tribal, State, and Federal licensing requirements. This position reports to the Pawnee Nation Gaming Commission Gaming Director. The Pawnee Nation Gaming Commission is responsible for enforcing compliance and licensing employees and vendors in accordance with all Tribal, State, and Federal regulations.

Duties and Responsibilities

Duties and responsibilities include but are not limited to the following;

- Interacts with all casino personnel and vendors seeking gaming licenses.
- Maintains confidential gaming files and ensures accuracy and completeness of each file.
- Investigates gaming application and conducts thorough background investigations on applicant in accordance to Tribal, State, and Federal laws.
- Documents and prepares investigative findings for commission review and approval.
- Ensures license fees are tracked and paid in timely manner.
- Ensures all vendors doing \$25,000 or more in business with Pawnee Nation Gaming establishments are licensed in accordance to the Tribal-State Compact.
- Handles all correspondence related to licensing and maintains strict confidentiality in regards to background information.
- Clerical duties assigned by the Gaming Director or Commission.
- Cross train to perform other regulatory duties.
- Other duties as assigned.

Qualifications

High-school diploma or equivalent; preferably two college or vocational experience in administrative area. Applicant must have a high level of integrity and accuracy to successfully perform the job duties listed above.

Requirements

Applicant must possess excellent written and oral communication skills. Possess a valid Oklahoma Driver's license and be insurable. Applicant must be able to pass a criminal background check and obtain a gaming license in accordance to NIGC and State standards. Must have knowledge of Tribal-State Compact and NIGC Federal Licensing Regulations. Must be able to do some traveling. Must have good clerical skills such as typing, faxing, and ability to use good judgment.

Approved by PNGC on August 31, 2009