

**EMPLOYMENT CLASSIFICATION:** FULL-TIME  
**DEPARTMENT:** LICENSING  
**FLSA CLASSIFICATION:** NON-EXEMPT  
**REPORTS TO:** DIRECTOR OF LICENSING

### POSITION OVERVIEW

Process and evaluate gaming license applications for applicants and monitor licensing for existing employees to determine eligibility for licensure in accordance with applicable federal and state laws and regulations, Tribal-State Compact, Tribal Ordinance and Tribal regulations, and make educated recommendations regarding licensure status. Oversee and carryout all State Key licensing activities. Provide guidance and coaching to fellow licensing agents.

### ESSENTIAL JOB FUNCTIONS

*The information provided below encompasses the functions and capabilities linked with this position.*

#### ***Duties and Responsibilities***

*The individual in this position is expected to engage in the following work-related activities.*

- Collect supporting data and documents to verify information provided on licensing applications, including State Key applications, and assess eligibility for licensing, including facilitating credit checks, cursory criminal search and civil background checks and fingerprinting.
- Analyze data and documents collected and conduct face-to-face interviews with applicants to assess accuracy of information provided and potential risks associated with granting a license.
- Determine eligibility for licenses, including State Key licenses, in accordance with federal laws and regulations, and Tribal-State Compact, Tribal Ordinance and regulations, and make recommendations regarding granting or denying licenses.
- Monitor criminal and financial status of current licensees, including State Key licensees, to verify they continue to meet the acceptable standards for possessing a license in accordance with applicable laws and regulations, and make recommendations as appropriate regarding licensee status, such as suspending or revoking licenses and other disciplinary actions.
- Communicate with department managers regarding approved changes to current employee license status and resulting necessary steps.
- Maintain accurate records pertaining to all applicants and licensees.
- Prepare and approve Notice of Results (NOR), prepare Notice of License Decision (NOLD), Investigative Reports and electronic file review packages for Commissioners review. Submit NOR to NIGC in a timely manner as required by federal regulations.
- Ensure accurate, thorough and timely completion and submission of license documentation, including State Key licenses.
- Communicating regularly with the California Department of Justice related to State Key licenses, information requests and maintenance of State Key licensee data.
- Provide fellow licensing agents with coaching and consultation as they carry out their job duties, and provide daily supervision and direction in the absence of the Licensing management.
- Assist management with writing, revising and implementing departmental Standard Operating Procedures.
- Other duties as assigned.

#### ***Skill Profile***

*The individual in this position is expected to possess and exhibit the following knowledge, skills, and abilities.*

- Demonstrate a commitment to and value for conducting oneself in accordance with highest standards of integrity and ethical behavior, particularly with regards to maintaining confidentiality and safeguarding sensitive information, in compliance with all applicable laws, rules and regulations.
- Maintain advanced working knowledge of licensing regulations, as well as internal policies and procedures.

- Exhibit basic investigative skills and abilities, including interviewing applicants, pulling relevant data from complex documents, identifying discrepancies and inconsistencies, establishing facts, and drawing valid conclusions.
- Ability to make sound and timely informed decisions in potentially volatile situations.
- Demonstrate a high degree of accuracy and attention to detail in all tasks.
- Ability to effectively communicate information and ideas, as well as compose clear, effective, and grammatically correct reports and business correspondence appropriate for the intended audience.
- Ability to read, analyze, interpret and apply governmental regulations, financial reports and statements, tax returns, and legal documents.
- Excellent problem solving skills related to standard situations with common, predictable variables.
- Ability to work in a professional manner in an environment with individuals from many different cultures and backgrounds.
- Ability to carry out basic mathematical computations, including add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals; compute rate, ratio, and percent; and draw and interpret bar graphs.
- Ability to work both independently with minimum direction and as part of a team.
- Working knowledge of MS Office, including document creation and editing in Word, messaging and calendaring in Outlook, and performing routine tracking and basic computations in Excel.

### **Capability Requirements**

*The following capabilities are required to perform the essential functions of this position.*

- Effectively communicate with others verbally and in writing, including by phone, e-mail, or in person.
- Understand, remember, communicate and apply routine and complex regulations, oral and/or written instructions and factual information.
- Maintain sustained concentration on computer screens, and use keyboards and a variety of peripherals.
- Maintain sustained concentration and focus in a moderately noisy environment.
- Sit, stand and walk for extended periods of time, and stoop, kneel and bend repeatedly.
- Exert up to 15 pounds of force occasionally and/or up to 10 pounds of force frequently, to lift, carry, push, pull, or otherwise move objects.
- Perceive the nature of sounds at normal speaking levels, particularly but not exclusively voices, and make discriminations in sound.
- Sufficient vision to complete tasks requiring depth perception, color vision and ability to bring object into sharp focus both close and far away.
- Sufficient ability to smell to recognize potential use or presence of alcohol or drugs.
- Tolerate occasional, sustained exposure to moderate noise and tobacco smoke.

### **Minimum Qualifications**

*The following are required of an employee in this position.*

- Three years' experience and/or training in a similar position, or equivalent combination of education and experience.
- Possess investigative related training or experience.
- High school diploma or general education degree (GED).
- Current PGC Class "A" Gaming License.
- Ability to periodically travel locally, regionally, and nationally to trainings and other events.
- Must be age 21 or older.
- Requires passing background check, credit check, and drug screening upon hire.

### **ACKNOWLEDGEMENT OF EXPECTATIONS**

*I have read and understand the essential functions of this position, including the necessary capabilities, and can perform these with or without reasonable accommodation. I understand that I can request a reasonable accommodation, should one be necessary for me to carry out the essential functions of this position. I also acknowledge that the functions and*

*capabilities for this position may change in the future, with or without notice. Additionally, I consent to the exclusive jurisdiction of the Pechanga Band of Luiseno Indians and the rules of its Gaming Commission.*

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Employee Name

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Employee Signature

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Date