

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

### POSITION OVERVIEW

Process and evaluate gaming license applications for vendors and applicants and monitor licensing for existing vendors and licensees 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 carry out all licensing activities for vendors and licensees.

### 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 applications and assess eligibility for licensing, including conducting credit checks, criminal and civil background checks, business checks, and fingerprinting.
- Analyze data and documents collected and conduct face-to-face interviews with applicants when appropriate to assess the accuracy of information provided and potential risks associated with granting a license.
- Determine eligibility and suitability for licenses in accordance with federal and Tribal-State Compact and regulations, and make recommendations regarding granting, denying, or revoking licenses, or closing an applicant's file.
- Prepare licensing suitability documents for department leadership and Commission review.
- Assist with monitoring PRC vendor licensing needs, as well as vendor volume, and the criminal and financial status of current vendor licensees to verify they continue to meet the acceptable licensing standards in accordance with applicable laws and regulations and PRC needs, making recommendations as appropriate.
- Monitor, track, and follow up on vendor licensing renewal dates, filing deadlines, and accounts receivable for vendor fees.
- Communicate with department leadership regarding approved changes to current vendor or employee license status and resulting necessary steps.
- Ensure accurate, thorough, and timely completion and submission of vendor license renewals. Monitor criminal and financial status of current 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, closing applicant files, and other disciplinary actions.
- Maintain accurate records pertaining to all applicants and licensees, including completion of required noticing and records of conversations and agreements with vendors and vendor employees.
- Prepare Notice of Results (NOR), Notice of License Decision (NOLD), and Investigative Reports for Commissioners and/or department review.
- 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 the 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 advanced 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 complex and 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 in a professional manner in an environment with individuals from many different cultures and backgrounds.
- 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 50 pounds of force occasionally and/or up-to 25 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 objects into sharp focus both close and far away.
- Sufficient ability to smell and recognize potential use or presence of alcohol and/or drugs.
- Tolerate occasional, sustained exposure to moderate noise and tobacco smoke.

### **Minimum Qualifications**

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

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

### **ACKNOWLEDGMENT 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.*

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Employee Name

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Employee Signature

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Date