



# Federated Indians of Graton Rancheria

6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928 ■ 707-566-2288 ■ www.gratonrancheria.com

## LICENSING ASSISTANT

### *Position Description*

<b>Department:</b>	Gaming Commission
<b>Pay Range:</b>	\$18.21 - \$27.31
<b>Hours/week:</b>	40
<b>Classification:</b>	Non-exempt

<b>Reports to:</b>	Director of Licensing
<b>Effective Date:</b>	January 1, 2018
<b>Revised Date:</b>	January 28, 2019
<b>Type:</b>	Full-time

### MISSION STATEMENT

*The Federated Indians of Graton Rancheria exists to exercise our inherent sovereign powers, customs and traditions; to perpetuate our unique native heritage; to preserve and protect the rights and privileges of our Tribe; to establish justice in the conduct of Tribal affairs; to work for the social and economic betterment of all citizens; and foster the value of education.*

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Federated Indians of Graton Rancheria are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Interact in an honest, trustworthy and respectful manner with Citizens, employees, visitors and vendors.
- Comply with the Tribe's policies and procedures.
- Display respect and understanding of the Tribe's culture, traditions and values.
- Maintain a current insurable driver's license.

### POSITION PURPOSE

The Licensing Assistant is responsible for the coordination of all administrative activities for the Federated Indians of Graton Rancheria Gaming Commission Licensing Function, using gaming-specific knowledge and understanding to accomplish the functions of the position.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Promotes a professional, comfortable, and welcoming atmosphere in the Gaming Commission offices.
2. Consults with the Director of Licensing on administrative matters.
3. Answers phones promptly and professionally and greets incoming licensing applicants.
4. Reviews incoming licensing applicant application packets for completeness prior to the applicant meeting the Licensing Background Investigator.
5. Receives, reviews, and responds to routine correspondence on licensing and background investigation matters.
6. Coordinates and maintains licensing interview appointment schedule.
7. Creates documentation and reports for director of licensing or designee.
8. Performs other duties, as assigned.

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### MINIMUM MANDATORY QUALIFICATIONS

- Experience:
- Two to three years (2-3) of related work experience AND
- Education:
- High School Diploma or equivalent
- Knowledge, Skills, Abilities and Other Qualifications:
- Ability to identify and resolve problems in a timely manner, develop alternative solutions, manage difficult or emotional customer situations, and demonstrate accuracy and thoroughness
  - Ability to create written reports, correspondence, memorandums, agendas, PowerPoint presentations and other typical business documents
  - Ability to read, understand and follow complex rules, regulations, policies and directives
  - Ability to multi-task and have excellent, planning and organizational skills
  - Ability to respect and adhere to strict rules of confidentiality, and work collaboratively with staff, supervisors, and volunteers
  - Ability to exercise sound judgment
  - Must be enthusiastic, outgoing and flexible; personable, patient, and well-organized; and professional with the ability to interact positively with others
  - Must have excellent verbal and written communication skills
  - Must have a clear speaking voice and strong telephone skills
  - Must be flexible, adaptable, organized, and detail-oriented
  - Must have basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment. Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available trainings and help desk
  - Must have record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers
  - Must be proficient and knowledgeable of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files
  - Perform other duties, as assigned

### PREFERRED QUALIFICATIONS

- Bilingual in English and Spanish
- Basic understanding and knowledge of Tribal-State Compact, NIGC licensing statutes and regulations, California Penal Codes, and all other laws, MOU's and administrative regulations relating to Native American Gaming Licensing
- Knowledge of Tribal background investigations and licensing procedures
- Knowledge of criminal justice system and FBI criminal history record format and terminology

### WORK ENVIRONMENT

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.

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- Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with Citizens, employees, vendors and staff.
- Mental demands:** There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various topics and, at times, complicated issues.

### TRIBAL AND INDIAN PREFERENCE

The Federated Indians of Graton Rancheria is a federally recognized Indian tribe and, in accordance with the Tribe's human resources policies, has implemented a Tribal and Indian Preference in Employment Statute. Pursuant to this Statute, Federated Indians of Graton Rancheria shall give preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) All Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) All Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) All other Native Americans who are members of a Federally Recognized Indian Tribe.

Aside from employment preference as provided in this section, the Federated Indians of Graton Rancheria shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

### OTHER

- Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background investigation:** This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
- Drug screening:** All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to reasonable-suspicion drug testing.

**Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

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### ACKNOWLEDGMENT

I have reviewed the content of the **Licensing Assistant** position description and have been provided a copy of the position description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

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*Employee (printed name)*

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*Employee (signature)*

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*Date*

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*Supervisor (printed name)*

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*Supervisor (signature)*

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*Date*