



FEDERATED INDIANS OF  
**GRATON**  
RANCHERIA

**\*\*NOTICE OF INTERNAL JOB OPENING\*\***

<b>Job Title: Vendor Licensing Background Investigator</b>	<b>Department: Gaming Commission</b>
<b>Classification: Exempt</b>	<b>Office Hours: M-F: 8:00 a.m.– 5:00 p.m.</b>
<b>Salary Range: \$48,249.23 - \$72,373.84</b>	<b>Location: Rohnert Park, CA</b>
<b>Reports to: Director of Licensing</b>	<b>Type: Full-time</b>

**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.*

**Position Purpose:**

The Vendor Licensing Background Investigator is responsible for investigating and licensing all vendor licenses at Graton Resort Casino. This includes, but is not limited to, application screening, computer data entry, and processing vendor applications. The Vendor Licensing Background Investigator will process background checks to identify a vendor's licensing suitability in compliance with National Indian Gaming Commission, Bureau of Gambling Control (DOJ), Federated Indians of Graton Rancheria (FIGR) State Compact, as well as the FIGR Gaming Ordinance and IGRA Standards. The incumbent maintains control of all records with the highest level of confidentiality.

**Minimum Mandatory Qualifications:**

- ❖ One-year experience in an investigative role in a gaming commission or comparable agency
- ❖ Associate of Arts (AA) Degree or higher or equivalent (60 units) in Administration of Justice, Criminal Justice or Criminal Behavioral from an accredited two-year college

**Preferred Qualifications:**

- ❖ Bachelor of Science or Arts degree in Criminal Justice or higher preferred, from an accredited college or university
- ❖ Bilingual in English and Spanish

**Mandatory Knowledge, Skills, Abilities, and Other Qualifications:**

- ❖ Ability to plan, coordinate and direct varied and complex operations.
- ❖ Ability to respect and adhere to strict rules of confidentiality.
- ❖ Ability to work collaboratively with staff, supervisors and volunteers.
- ❖ Ability to master and effectively use FIGR computer database systems.
- ❖ Ability to exercise sound judgment.
- ❖ Ability to read, understand and follow complex rules, regulations, policies and directives.
- ❖ Ability to multi-task and have excellent management, planning and organizational skills.
- ❖ Knowledge of Native American values and culture
- ❖ Must possess strong computer skills including experience with internet research, Microsoft Office, Excel, Word,
- ❖ Must possess emotional maturity, good judgment, initiative, resourcefulness and creativity.
- ❖ Must be enthusiastic, outgoing and flexible.
- ❖ Must have a clear speaking voice and strong telephone skills.
- ❖ Must be personable, patient, and well-organized.
- ❖ Must be professional and interact positively with others.

**Benefits:**

FIGR offers a healthy, engaging work environment with a competitive benefit package that includes, medical, dental, vision, and 401K Plan, paid holidays, PTO, Long-Term Disability Insurance, and meal card. Voluntary supplemental insurance offered through AFLAC.

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**To Apply:** Please submit a Tribal Employment application with your resume and cover letter detailing your education and experience related to the position. Visit our website at [www.gratonrancheria.com](http://www.gratonrancheria.com) to download an application. Email application, resume, and cover letter to:

**Application Closing Date: Monday, June 17, 2019 @ 5:00 p.m.**

**FIGR CITIZENS AND INDIAN PREFERENCE WILL APPLY**

Pursuant to the FIGR Indian Preference Policy, preference in hiring is given to: (1) Federated Indians of Graton Rancheria Tribal Citizens and (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.

Applicants asserting American Indian preference must submit verifying information, such as written confirmation of tribal membership, Certificate of Degree of Indian Blood, or other documentary evidence.