



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

VENDOR LICENSING BACKGROUND INVESTIGATOR

Position Description

Department:	Gaming Commission
Pay Range:	\$48,249.23 - \$72,373.84
Hours/week:	40
Classification:	Exempt

Reports to:	Director of Licensing
Effective Date:	March 26, 2019
Revised Date:	May 24, 2019
Type:	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 to foster the value of education.

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Federated Indians of Graton Rancheria ("FIGR") 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 FIGR Citizens and officials, other 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 and valid driver's license and must be insurable.

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.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Maintains all Gaming and Non-Gaming vendor license files including, but not limited to, the acceptance and review of all intent to do business letters, vendor initial and renewal license applications, and assures continuing compliance with all NIGC and State Compact background investigation and licensing requirements.
2. Participates in activities of the FIGR Gaming Commission licensing function.
3. Maintains, organizes and tracks a sizable volume of administrative files relevant to vendor licensing and principals, ensuring compliance with all confidentiality and privacy rules and regulations.
4. Researches, gathers, and analyzes information and makes recommendations to the Licensing Director regarding vendor licensing actions.

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5. Uses all available resources such as jurisdictional court systems, court records, and the internet to gather relevant background on Gaming and Non-Gaming Vendor applicants.
6. Assists in licensing investigations as needed when derogatory information is discovered.
7. Perform other duties, as assigned.

MINIMUM MANDATORY QUALIFICATIONS

- Experience:
- One-year experience in an investigative role in a gaming commission or comparable agency.
- Education:
- 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.
- 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.
 - Perform other duties as assigned

PREFERRED QUALIFICATIONS

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

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.
- 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 FIGR Citizens and officials, 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.

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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 does 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 will 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.

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 **Vendor Licensing Background Investigator** 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:

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date
