



6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928 ■ 707-566-2288 ■ [www.gratonrancheria.com](http://www.gratonrancheria.com)

## LICENSING ASSISTANT

### *Job Description*

<b>Department:</b>	Tribal Gaming Commission	<b>Reports to:</b>	Director of Licensing
<b>Pay Range:</b>	\$29.16 - \$40.82	<b>Classification:</b>	Full-time/Non-exempt

#### MISSION STATEMENT

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

#### PURPOSE OF POSITION

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

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

#### SUPERVISORY RESPONSIBILITIES

None

#### MINIMUM MANDATORY QUALIFICATIONS

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|-------------------------------|------------------------------------------------------------------------------------|
| <b>Experience:</b>            | • Two (2) to three (3) years of administrative related work experience.            |
| <b>Education:</b>             | • High School Diploma or equivalent (GED).                                         |
| <b>License/Certification:</b> | • Must possess a valid driver's license and be insurable under the Tribe's policy. |

#### PREFERRED QUALIFICATIONS

- Experience in background investigations and/or licensing procedures within a Tribal Gaming Commission setting.
- Bilingual in English and any of the following: Spanish, Cantonese, Nepalese, Tagal, or Mandarin.
- Understanding of Federal, State, and Tribal laws, regulations, compacts, and/or codes as it relates to a Tribal Gaming Commission.
- Knowledge of the criminal justice system and FBI criminal history records.

## SKILLS, ABILITIES, AND OTHER QUALIFICATIONS

- Ability to work independently within established policies, procedures, and schedules.
- Ability to exercise sound judgement and possess problem-solving skills involving variables in standardized situations and the ability to make decisions that are varied, and, in many cases, when there is no precedent to draw upon.
- Ability to maintain strict confidentiality and exercise discretion, particularly regarding sensitive or confidential personnel or organizational matters.
- Ability to work efficiently and effectively when in high-pressure situations and under deadlines.
- Ability to master and effectively use the database and software systems used at FIGR.
- Ability to adhere to the highest level of professional ethical standards.
- Demonstrate advanced analytical, organizational, and problem-solving skills.
- Demonstrate excellent verbal and written communication skills.
- Demonstrate accuracy and thoroughness, with the ability to monitor own work to ensure quality.
- Demonstrate record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers.
- Demonstrate strong cultural sensitivity and ability to work effectively within a Native American tribal government environment.
- Knowledge and experience with Microsoft Office Suite, including Microsoft Word, Excel, PowerPoint, etc.
- Successful clearance of all pre-employment testing, background, and credit checks.
- Ability to perform other duties as assigned.

## 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; work may be performed at multiple locations. Early morning, evening, and/or weekend work may be required. Limited overnight travel may be required from time to time.

## TRIBAL AND INDIAN PREFERENCE

The Federated Indians of Graton Rancheria is a federally recognized Indian tribe, and, pursuant to its Indian Preference Statute, gives preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) 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 on the basis 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 is subject to a criminal history background check, a suitability background check, and may be subject to a Fair Credit Reporting Act (FCRA) check. In addition, this position is subject to a background check to ensure compliance with Public Law 101-630, the Indian Child Protection and Family Violence Prevention Act.

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***Drug and alcohol screening:***

All applicants must successfully pass a pre-employment drug and alcohol screening prior to beginning employment and will be subject to reasonable-suspicion drug and alcohol testing.

***DISCLAIMER: THE INFORMATION IN THIS JOB DESCRIPTION HAS BEEN DESIGNED TO INDICATE THE GENERAL NATURE AND LEVEL OF WORK PERFORMANCE BY EMPLOYEES HIRED FOR THIS POSITION. IT IS NOT DESIGNED TO CONTAIN, OR BE INTERPRETED, AS A COMPREHENSIVE INVENTORY OF ALL DUTIES, RESPONSIBILITIES, AND QUALIFICATIONS REQUIRED OF EMPLOYEES HIRED FOR THIS POSITION. EMPLOYEES MAY BE ASKED TO PERFORM OTHER DUTIES AS NEEDED.***

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**ACKNOWLEDGEMENT**

I have reviewed the content of the **Licensing Assistant** job description and have been provided with a copy of the job description. I certify that I can 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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*Printed name*

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*Signature*

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*Date*