



QUECHAN INDIAN TRIBE

Fort Yuma Indian Reservation

P.O. Box 1899 • Yuma, Arizona 85366-1899

Human Resources Department

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 919-3661

POSITION DESCRIPTION

Position: Gaming Background Investigator II - TGO

Salary: \$19.23 Hourly Non-Exempt

Opening: Monday, September 19, 2022

Closing: Open Until Filled

BASIC FUNCTION:

Responsible for all aspects of compliance involving employee licensing at the Quechan Tribe's Arizona Gaming facility. Under the direct supervision of the Executive Director, this position conducts background investigations on all prospective Primary Management Officials and Casino Employees in gaming and non-gaming positions to ascertain if they meet the suitability standards prescribed in the Arizona Tribal Gaming-State Compact, Gaming Code of the Quechan Indian Tribe and National Indian Gaming Commission Regulations. This position will strive to achieve the mission of enforcing and complying with all relevant laws Tribal/State Compact, Appendices, Gaming Code of the Quechan Indian Tribe, and Internal Controls to maintain integrity, security, and compliance.

The above duties and responsibilities are not an all-inclusive list, but rather a general representation of the duties and responsibilities associated with this position.

DUTIES AND RESPONSIBILITIES:

- Coordinate, organize, and prioritize all employee gaming licensing.
- Conducts the investigative background check on prospective applicant for gaming license to the level necessary to maintain the integrity of the Quechan Tribal Gaming Commission.
- Ensure all applicants have an offer of employment extended through the Casino's Human Resource Department, submitted through Pryme, before applying for a Tribal Gaming License.
- Ensures all applicable applications, upon classification, acknowledgements and release forms are issued through the Pryme system.
- Ensures applications are completed, appropriate license fees, and documents required are received to conduct the background investigation on all prospective gaming licensees.
- Ensure completeness of the gaming license application, and if needed conduct an immediate follow-up on the cited discrepancy, i.e., missing forms, signatures, etc., to the applicant within the Pryme system to the applicant.
- Conduct in person interview with applicants, verifying application, retrieving additional statement as needed to assure that a thorough investigation is completed.

- Capture and retrieve electronic fingerprints via National Indian Gaming Commission VPN.
- Provide fingerprint applicant with copied of Criminal Justice Information Right and Privacy Act notice.
- Accumulates legal disposition and investigate developed information further, as needed.
- Prepares and submit license applicants requiring Arizona State Certification via the Arizona Department of Gaming Secure Portal.
- Organize incoming documents and records within the Pryme System for use and quick retrieval of information.
- Obtain and document background investigation, document licensing history with external industry regulatory license agencies and contacts references.
- Maintain records in the Pryme system of all pertinent documents and point of contact information needed to establish on going gaming license suitability and communication.
- Accumulates all pertinent information to compile a comprehensive investigative report on all renewing and prospective gaming license applicants for submission for consideration of licensing via the Pryme system.
- Initiates the renewal process for all gaming license employees and primary management approaching their two (2) year expiration date.
- Initiates the biennial financial process for all gaming license primary management approaching their two (2) year expiration date.
- Maintain and update the licensees records in Pryme system upon issuance of a gaming license employees, to include renewal dates, alerting new and existing gaming license employees and the Human Resource Department of the status.
- Brief applicants for a license, new and renewal, of any revocation, suspension, or denial of their gaming license, to include issuance of a conditional license.
- Enter, assign, and issue Gaming License Identification Cards through Identocard System.
- Enter and issue assigned door access.
- Prepares and submit suitability reports and license issuance notifications to the National Indian Gaming Commission via the Kite Portal within the NIGC guidelines.
- Works expeditious on a time frame to complete all pending new applications and ensure all prolonged issues are resolved and communicated to the Executive Director.
- Serve as an alternate for the Tribal Gaming Office Criminal Justice Information System Local Area Security Officer (LASO).
- Performs and assists with other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER JOB CHARACTERISTICS:

- Knowledge and ability to read, analyze, and interpret the Tribal/State Compact, Gaming Code of the Quechan Indian Tribe, and National Indian Gaming Commission Regulations.
- Knowledge in the sources of information and laws governing the use and release of information.
- Ability to organize files for quick retrieval of information, coordinate and prioritize all employee licensing aspects.
- Ability to perform independent decision making with minimum supervision.
- Ability to understand criminal dispositions and criminal history report information.

- Ability to handle multiple tasks, meet deadlines and carry out verbal or written instructions.
- Ability to write reports clearly, business letters, correspondence memoranda, directives, and procedure manual.
- Ability to respond to questions from
- Ability to respond to inquiries from new or existing license applicants, external regulatory agencies, Executive Director, Chief Inspector and Commissioners.
- Ability to communicate effectively in the English language both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to represent the organization in a professional manner, building respect and confidence.
- Ability to maintain confidentiality.

PERFORMANCE EXPECTATIONS ARE STANDARD FOR ALL POSITION DESCRIPTIONS

In performance of their respective tasks and duties all employees of Quechan Indian Tribe are expected to conform to the following:

- Display respect and understanding of Quechan Indian Tribe traditions and values.
- Uphold all principles of confidentiality to the fullest extent, adhere to all professional ethical behavior standards of the Quechan Tribe and Comply with Quechan Indian Tribe policies and procedures.
- Interact in an honest, trustworthy, and respectful manner with existing licensees, applicants for a gaming license, Tribal members, and visitors.
- Participate in departmental staff meetings, quality management activities, educational and training programs.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee must be able to carry, push, pull or move tools or equipment used in the course of duties.
- Extended hours and irregular shifts may be required.

QUALIFICATIONS:

- Must be 21 years or older.
- Minimum of 60 college credits or an Associate Degree in the criminal justice or related field or experience of at least two (2) years' experience involving investigation experience in the gaming industry or law enforcement in lieu of college requirements to adequately perform the duties of this position.
- The position calls for independent decision making with minimum supervision and good investigative report writing is a necessary tool for this position and a significant part of the investigators job.
- Ability to coordinate, organize, and prioritize activities while maintaining confidentiality.

- Must possess and perform computer skills, have, administrative office skills and public relation skills for performing this position.
- Must be motivated, a self-starting team player and be able to pay attention to detail in all work assigned and completed.
- Must be skilled in applying investigative questioning techniques in working with information and responding to inquiries.
- Must understand criminal dispositions and criminal history report information.
- Must successfully complete Criminal Justice Information Security Awareness Training and attain Certification within six (6) months of initial assignment, and biennially thereafter, for all personnel who have access to CJI.
- Must successfully complete the Tribal Gaming Office Criminal Justice Information System Training within six (6) months of initial assignment, and biennially thereafter.
- Must maintain all CJIS certification appropriate to level of clearance.
- Must perform all duties of as the alternate for the Tribal Gaming Office Criminal Justice Information System Local Area Security Officer (LASO).
- Must learn, understand, and apply provisions of the Arizona Gaming Compact and other regulations governing the licensing of employee.
- Must become proficient in the use and maintenance of records within the Pryme system.
- Must be able to successfully pass a pre-employment drug/alcohol screen, random drug and controlled substance abuse tests, background investigation, obtain and maintain a gaming license in Arizona, which is paid by the applicant upon offer of employment.
- Must maintain positive communication with co-workers and maintain a positive and professional work environment.
- Must dress appropriately for a professional office.
- Must sign a confidentiality agreement and adhere to a code of ethics to that confidential and sensitive information of the Tribal Gaming Office remains confidential.
- Must possess a valid driver's license and be insurable by the Tribe.
- Must be independently self-disciplined, motivated, and organized and possess reliable attendance.
- Must also have dependable transportation.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

Quechan Indian Tribe

Human Resource Department

350 Picacho Road

Winterhaven, CA 92283

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 572-0515

Mailing Address:

P. O. Box 1899

Yuma, AZ 85366

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at

hrclerk@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must pass** a pre-employment Alcohol/Drug screening and Background Check.