



## **UAIC TRIBAL GAMING AGENCY**

### **Licensing Background Investigator**

#### **Position Summary**

The Licensing Background Investigator is responsible for conducting background investigations of prospective and current employees of Thunder Valley Casino Resort to ensure they are suitable to receive a gaming license issued by the UAIC Tribal Gaming Agency, in accordance with tribal and federal regulations, the Tribal-State Compact, and the licensing policies & procedures adopted by the UAIC Tribal Gaming Agency.

#### **Job Functions**

##### Essential Functions

- Conducts licensing investigations utilizing all available resources to gather information regarding gaming license applicants, including, but not limited to, open source internet tools, third party resources, information provided by the applicants and their references, and FBI fingerprint results received from the National Indian Gaming Commission. Interviews applicants as part of the licensing process.
- Interprets and applies tribal and federal regulations, the Tribal-State Compact, and the licensing policies & procedures of the UAIC Tribal Gaming Agency to each investigation conducted.
- Timely reports licensing issues and updates to the Licensing & Investigations Manager or Executive Director.
- Makes recommendations for approval or denial of gaming licenses based upon investigation findings and applicable regulations, policies and procedures.
- Conducts fingerprinting of applicants in accordance with applicable regulations, policies and procedures.
- Analyzes information discovered during investigations, and documents such findings in Investigative Reports.
- Maintains strict confidentiality regarding any and all information obtained while performing licensing investigation duties or other duties assigned.
- Interacts and coordinates with Thunder Valley Casino Resort Human Resources Department regarding the licensing of potential and existing employees.
- Maintains and secures licensing files in accordance with TGA policies and procedures.
- Performs other duties as required or assigned.

##### Non-essential Functions

- Upon request, assists Licensing Supervisor or Manager, or Executive Director with special projects.

- Attends and/or participates in training upon request.

### **Knowledge, Skills, and Abilities**

#### Knowledge

- Knowledge of or willingness and ability to learn licensing requirements set forth in the Tribal-State Compact between the United Auburn Indian Community and the State of California, and the UAIC Tribal Gaming Agency Regulations.
- Knowledge of or willingness and ability to learn Licensing Policies & Procedures adopted by the UAIC TGA Commissioners in compliance with all applicable regulations.
- Knowledge of or willingness and ability to learn National Indian Gaming Commission (NIGC) Noncriminal Justice Compliance requirements for Federal Criminal History Checks.
- Sufficient understanding of or willingness and ability to learn U.S. Department of Justice, FBI, Criminal Justice Information System (CJIS) Security Policy and related policies adopted by the UAIC Tribal Gaming Agency.
- Sufficient understanding of or willingness and ability to learn jurisdictional acronyms and nomenclature (i.e., State & Federal Penal Codes and court systems) to be able to effectively apply to licensure qualification decisions.

#### Skills

- Reason logically and creatively; analyze data and present ideas and information effectively in both written and oral form; prepare clear and comprehensive reports and keep records; communicate effectively.
- Technical skills necessary to utilize research programs, internet search tools, and standard Microsoft Word programs in performing investigations.
- Meet and deal tactfully with applicants, representatives of Thunder Valley Casino Resort, fellow employees, and supervisors.
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#### Abilities

- Ability to research, analyze and independently interpret the results of background investigations (including CHRI), with a sufficient understanding of jurisdictional acronyms and nomenclature (i.e., State & Federal Penal Codes and court systems) to be able to effectively apply to licensure qualification decisions.
- Read and interpret documents such as procedure manuals. Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to work collaboratively with coworkers in a positive and productive manner.
- Ability to pass all necessary background checks and meet the licensing standards of the United Auburn Indian Community Administrative Procedure, Background Investigations and Licensing procedure.

## **Qualifications**

### Minimum requirements

- One year certificate from a college or technical school; or one year related experience in licensing, background investigations (i.e., Human Resources recruitment, law enforcement, claims investigation, etc.), or an equivalent combination of education and experience.

### Preferred qualifications:

- Recent/current Tribal Gaming Licensing experience as a background investigator.

## **Working Conditions**

While performing the duties of this job the employee is occasionally required to stand; walk more than half a mile; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch; talk and hear. The employee must occasionally lift or move up to 20 pounds. Specific vision abilities required by the job, with or without correction, include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of this job the employee is occasionally required to work near a moderate noise level. The employee may be required to work in an environment containing second hand smoke. This position requires the ability to occasionally work non-conventional hours.

## **Special Requirements**

Must maintain STRICT CONFIDENTIALITY of all UAIC information received in trust and confidence.

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