



Swinomish Gaming Commission
The Tribal Gaming Regulatory Agency
Swinomish Indian Tribal Community

JOB DESCRIPTION

JOB TITLE: Licensing Agent

NOTE: Section below are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

EDUCATION:

- High School Diploma or GED equivalent required.
- College courses or Technical schooling in related field preferred.

SKILLS:

- Excellent communication skills to effectively communicate with various casino departments, employees, vendors, and Directors/Managers using poise, tact, and diplomacy.
- Strong math and analytical skills with emphasis on researching, interpreting, and translating a variety of data.
- Strong organizational skills and methodical in conducting work, i.e., prioritizing, multitasking, and planning.
- Ability to maintain composure, think clearly, perform well under pressure, exercising good judgment in appraising difficult situations and making appropriate decisions.
- Ability to foster a cooperative and team-oriented work environment.
- Excellent office organizational skills, filing, maintaining records.
- Ability to compose business correspondence, i.e., letters, memorandums, etc.
- Must be computer literate with the ability to learn new software applications readily from a user standpoint.

EXPERIENCE:

- Must have at least two (2) years experience working within a Tribal Gaming Regulatory Environment.
- Must have experience working with the general public and have excellent customer service skills
- Must be knowledgeable and understand Tribal-State Compact, Gaming laws and regulations for Licensing Background Investigations procedures.
- Must be knowledgeable with the use of software applications and must have knowledge of basic arithmetic, knowledge of computers, including Word, Excel, Access, e-mail and internet use.

OTHER REQUIREMENTS:

- Must demonstrate current knowledge of Tribal/State Compact.
- Strong understanding and knowledge of procedures manuals of various casino departments.
- Must have knowledge of Washington State Gambling Commission and National Indian Gaming Commission Licensing Regulations.
- Must be 21 years of age or older.

Physical Characteristics and/or Prerequisites:

- Must never have been convicted of any felony or misdemeanor involving moral turpitude, or several less serious crimes which demonstrate a trend or disregard of laws, or while a Tribal Gaming Agent, any serious violation of tribal policies and procedures.
- Must be able to sit for prolonged periods of time.
- Must meet qualification and pass background investigation, before being hired in accordance to Gaming Commission Rules and Regulations.
- Must be able to lift up to fifty (25) pounds.
- Applicant must possess a Valid Washington State Driver License

Tribal Department: Tribal Gaming Agency

Employee Classification: Non-Exempt

Job Summary: Works in a very complex, confidential, and specialized environment, utilizing well developed diplomatic skills, the Tribal Gaming Licensing Agent directs all aspects of the implementation of the Tribal/State Compact for Class III gaming as well as federal/tribal regulations for Class II gaming. Following the implementation phase they conduct day to day monitoring of licensing renewals for Class III, Class II licensees and Permit Employees as well as processing new applicants. This includes observing, investigating, and reporting all violations that come to their attention during the course of their duties. Investigations may include criminal activities; detailed reviews of financial records; as well as background investigations. The Tribal Gaming Licensing Agent must also be prepared to be able to be of assistance to tribal personnel, law enforcement officers, and agents from other jurisdictions.

Employee Reports To: Deputy Director of Tribal Gaming Agency

Essential Duties and Responsibilities:

1. Maintains strict confidentiality at all times, of all information within the Gaming Agency Office, including but not limited to applications, employee information, wage information, financials and other sensitive information related to the Gaming Agency and the gaming facility.
2. Keep the Executive Directive and Deputy Director informed and updated on all situations and activities within the department and gaming facility on a daily basis.
3. Maintain knowledge of gaming laws, regulations, gaming facility internal controls and policies.
4. Coordinates investigative efforts with: other tribal governments; other tribal gaming agencies; local, state, and federal law enforcement agencies, Washington State Gambling Commission and other jurisdictions.
5. Conducts interviews of applicants, as a means of explaining in detail to the applicant why there background investigation is required in accordance to the Rules and Regulations.
6. Always provide a professional example to others.
7. Attend seminars, meetings, and training as assigned locally and/or out of town, for days at a time, sometimes up to one week.
8. May occasionally work with outside regulatory or law enforcement officials as approved and necessary.
9. Works closely with Gaming Agents, as well as appropriate casino personnel in fulfilling responsibilities as assigned.
10. Any other duties and tasks as assigned by the Executive Director or Deputy Director of Tribal Gaming.
11. Gathers intelligence information involving background, criminal history and financial data to determine the suitability for licensing or Permit.
12. Testifies in procedures as is cited above.
13. Cooperates and interacts with all department managers and administrators.
14. Interacts as necessary with recognized law enforcement or regulatory agencies as well as Tribal and Casino HR Departments, and Swinomish Tribal Courts.

Terms of Employment: This is a Regular Full-time position, requiring at least 40 hours per work, or 2080 hours per year, able to work, any shifts, Days, Weekends and Holidays as advised.

Pay Rate: D.O.E.

Opening Date:

Closing Date: