

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: OPV0047587

Date Posted: 03/11/13

POSITION NO: 242705

Closing Date: OUF

CLASS CODE: 3453

POSITION TITLE: GAMING REGULATORY INVESTIGATOR

DEPARTMENT NAME: Navajo Gaming Regulatory Office

DEPARTMENT NO: 4 WORKSITE LOCATION: Twin Arrows, AZ

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: R63A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: \_\_\_\_\_ \$ 34,944.00 Per Annum

Part-Time:

No. of Hrs/Wk: \_\_\_\_\_ \$ 16.80 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Conducts background investigations on all regulatory office/casino personnel, prospective employees, vendors and persons providing gaming services, including but not limited to contacting and interviewing, character references, previous employers, verifying work history and reference checks, performing credit checks and criminal background checks through tribal courts and tribal, state, and federal law enforcement agencies; determines type of license needed for vendor, provides assistance in issuing temporary licenses for employees that have passed an initial background check; prepares investigative reports for review by the Executive Director; prepares and forwards reports on regulatory/casino employees to the National Indian Gaming Commission (NIGC) for approval or denial; investigates violations of casino policies and procedures and Gaming Compact, Tribal Gaming Ordinance and NIGC Minimum Internal Control Standards (MICS); collects and analyzes information; prepares comprehensive investigative reports; interviews, observes and questions suspected individuals to obtain evidence; collects and logs receipts and checks received from employees and vendors; maintains a master database and detailed files on all employees and vendors for regulatory review and examination; performs special projects as assigned.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

An Associate's degree in Criminal Justice, Criminology, Business; and

**Experience:**

four (4) years experience in professional law enforcement, conducting gaming investigations or closely related investigative work; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. Experience in the gaming industry, **preferred**.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application)***

**Special Knowledge, Skills and Abilities:**

Depending upon on the needs of the Nation, some incumbents may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment. Knowledge of state and tribal gaming laws and regulations; Indian Gaming Regulatory Act; general principles practices and procedures of investigation; basic law enforcement principles, practices and procedures; Personal Computer applications and General Office usage; Skill in interviewing and report writing techniques, customer service and public relations techniques, oral and written communication; Ability to analyze and interpret complex regulations, legal documents and technical reports.

**License/Certification Requirements:**

Must be able to obtain a gaming license/certification from the State of Arizona and the Navajo Nation Gaming Regulatory Office; and possess a valid state driver's license.

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

*Revised: 1-15-99*