

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>OPV00413634</u>	DATE POSTED:	<u>04/12/17</u>		
POSITION NO:	<u>242709</u>	CLOSING DATE:	<u>OUF</u>		
POSITION TITLE:	Gaming License Technician (S) (2 Positions)				
DEPARTMENT NAME / WORKSITE:	OPVP/Navajo Gaming Regulatory Office, Twin Arrows Navajo Casino Resort, Twin Arrows, AZ				
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AB61A</u>
WORK HOURS:	<u>8:00am - 5:00pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>31,179.20</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>14.99</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Examines and critiques applications of regulatory/casino employees, vendors and person providing gaming services for accuracy and completeness; explains the importance of providing accurate information on regulatory forms; prepares and processes investigative reports; prepares files for transmission to federal or state regulatory agencies, as required; contacts respective law enforcement agencies and tribal courts for criminal history information; fingerprints applicants, as necessary; issues temporary badges/licenses for individuals with favorable background checks; prepares application processing fee invoices; establishes and maintains employee and vendor files and licensing information tracking system; maintains vendor license expiration dates and sends renewal notices; ensures confidentiality and compliance with applicable policies and procedures; performs administrative support work; performs special assignments as requested.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED, and three (3) years of experience performing administrative tasks, including word processing, data entry, spreadsheets; or an equivalent combination of education and experience.

Special Requirements:

- Must possess or be able to obtain a gaming license/certification from the State of Arizona and New Mexico and the Navajo Gaming Regulatory Office.
- Must possess a valid state drivers license.

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

Special Knowledge, Skills and Abilities:

Depending upon 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 computer software and general office equipment operation; record keeping/documentation practices and procedures; criminal records checking procedures; billing and fee collection practices and procedures; Skill in utilizing excellent customer service and public relations techniques with respect to applicants, employees, regulatory agencies and the general public; oral and written communication; establishing and maintaining effective working relationships; Ability to deal with sensitive matters and maintain all information in strict confidence.

<<A favorable background investigation is required>>

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