

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

REQUISITION NO: OPV00415469 DATE POSTED: 05/22/18  
POSITION NO: 243909 CLOSING DATE: 07/05/18  
POSITION TITLE: Gaming License Adjudicator

DEPARTMENT NAME / WORKSITE: Navajo Nation Gaming Regulatory Office/ Twin Arrows, AZ  
WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: A166  
WORK HOURS: 8:00AM - 5:00PM PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 48,464.00 PER ANNUM  
SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 23.30 PER HOUR  
NON-SENSITIVE  TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

The incumbent will conduct the review and adjudication of background investigation compilations completed by the Gaming Regulatory Investigators; recommend adjudicative action on the background investigations; conduct a review to determine suitability for a gaming license for employees, applicable individuals, management, Board of Directors, vendors of the Navajo Nation's casinos and regulatory body. Incumbent will evaluate evidence for credibility, relevancy and sufficiency, detect discrepancies in the information reviewed, distinguishes relevant and irrelevant information and evidence, and make good faith determination as to whether a gaming license applicant is suitable for a gaming license. The incumbent conducts interviews of gaming license applicants to elicit information; give additional information that may mitigate an unfavorable circumstance or findings; provides technical assistance and explains or interprets the gaming license background investigation process; policies and procedures; develops and revises related documents such as official correspondence to gaming license applicants and forms; ensures compliance with the Navajo Nation Gaming Ordinance and related Regulations, Tribal State Compacts, and the Indian Gaming Regulatory Act. The incumbent interprets criminal history agency checks and credit reports; conducts final reviews of statements of personal history information and related data to incorporate into the adjudication process; and if investigative information is insufficient to adjudicate, prepares a list of recommended question for lines of inquiry to guide Regulatory Investigators for further investigation. Prepares required reports and correspondence; ensures documentation of adjudicative action is maintained; participates in any Appeal Hearings, if needed; maintains an automated tracking system for gaming license background investigations and adjudication; and ensures confidentiality and disclosure of a conflict of interest, if applicable.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- An Bachelor's degree in Human Resources Management, Criminal Justice, Business Administration, Political Science or related field; and three (3) years work experience in adjudication, background investigations or regulation of tribal gaming.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's 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:**

Strong communication skills to effectively communicate verbally and in writing. Skill in applying judgement in the release of confidential information. Ability to recognize, identify issues and information necessary for completing adjudicative reports and findings. Knowledge of the principles, practices and concepts associated with background investigations and adjudication. Knowledge of laws, policies and procedures pertaining to background checks, adjudication and fingerprinting. Skill in comprehending and analyzing organizational and procedural problems and in making sound recommendations and conclusions. Skill in working with computers and software applications. Skill in developing and coordinating improvement to work processes, including work flow. Skill in setting priorities to meet established deadlines. Skill in making presentations.

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