

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV0047946

Date Posted: 07/01/13

POSITION NO: 242709

Closing Date: OUF

CLASS CODE: 3454

POSITION TITLE: GAMING LICENSE TECHNICIAN

DEPARTMENT NAME: Navajo Gaming Regulatory Office

DEPARTMENT NO: 4 WORKSITE LOCATION: Flagstaff, AZ

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: R61A

Days: Monday - Friday

Permanent:

SALARY: _____

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: _____ \$ 29,390.40 Per Annum

Part-Time:

No. of Hrs/Wk: _____ \$ 14.13 Per Hour

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 and Training:

An Associate's degree in Business, Secretarial Science or related field; and

Experience:

two (2) years administrative or secretarial work experience; 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 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.

License/Certification Requirements:

Must be able to obtain a gaming license/certification from the State of Arizona and the Navajo 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