

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

REQUISITION NO: OPV00415971 DATE POSTED: 08/06/18  
POSITION NO: 240697 CLOSING DATE: 08/20/18  
POSITION TITLE: Gaming License Technician (2 Positions)  
DEPARTMENT NAME / WORKSITE: Navajo Gaming Regulatory Office, Window Rock, AZ  
WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: AI61A  
WORK HOURS: 8:00 am - 5:00 pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 31,948.80 PER ANNUM  
SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 15.36 PER HOUR  
NON-SENSITIVE  TEMPORARY:

**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.

**Special Requirements:**

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

**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.

***(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.)***

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