THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**OPV0049396**	DATE POSTED:	**10/20/14**
POSITION NO:	**240694**	CLOSING DATE:	**12/03/14**
POSITION TITLE:	**Gaming Regulatory Investigator**		
DEPARTMENT NAME / WORKSITE:	**OPVP/Navajo Gaming Regulatory Office, Window Rock, AZ**		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB63A
WORK HOURS:	8:00am - 5:00pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 37,065.60	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 17.82	PER HOUR
		TEMPORARY:	☐			

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, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Criminal Justice, Gaming, Business Administration or related field; and four (4) years of experience in professional law enforcement, conducting gaming investigations or related investigative work.

Preferred Qualifications:

- A Bachelor's degree in Criminal Justice, Gaming, Business Administration or related field.
- One (1) year experience as a criminal/law enforcement investigator or detective conducting criminal investigations or gaming background investigations.
- Proficient in Microsoft Office software or other computer applications.

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 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 communications; Ability to analyze and interpret complex regulations, legal documents and technical reports.

<<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.