

GAMING REGULATORY INVESTIGATOR

DEFINITION: Under general supervision, performs work of moderate difficulty in conducting background investigations and inquiries of prospective gaming regulatory/casino employees, vendors and persons doing business with the Navajo Nation Gaming Regulatory Office/Casino; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

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 (NICG) 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.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of state and tribal gaming laws and regulations.
Knowledge of National Indian Gaming Commission rules and regulations.
Knowledge of general principles practices and procedures of investigation.
Knowledge of basic law enforcement principles, practices and procedures.
Knowledge of credit and criminal records checking procedures.
Knowledge of casino and tribal gaming office policies and procedures.
Knowledge of and proficient in the use of personal computers and software.
Knowledge of record keeping and documentation procedures.
Skill in interviewing and report writing techniques.
Skill in customer service and public relations techniques.
Skill in preparing reports for Executive Director, federal, state and tribal agencies.
Skill in oral and written communication.
Skill in establishing and maintaining effective working relationships.
Ability to analyze and interpret complex regulations, legal documents and technical reports.
Ability to define problems, collect data, establish facts and draw valid conclusions.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort primarily in an office setting.

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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; or an equivalent combination of education and experience.

Special Requirements:

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

PREFERRED QUALIFICATIONS:

- A Bachelor's degree in Criminal Justice, Gaming, Business Administration or related field.
- One (1) year of 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.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.