

GAMING LICENSE TECHNICIAN

DEFINITION: Under general supervision, performs work of moderate difficulty in providing technical support in the compilation, review and maintenance of applications of prospective gaming employees, vendors and persons providing gaming services; issues temporary/permanent tribal gaming licenses; 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:

Examines and critiques applications of regulatory/casino employees, vendors and persons 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.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of computer software and general office equipment operation.
Knowledge of record keeping/documentation practices and procedures.
Knowledge of criminal records checking procedures.
Knowledge of 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.
Skill in oral and written communication.
Skill in establishing and maintaining effective working relationships.
Ability to deal with sensitive matters and maintain all information in strict confidence.

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

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and three (3) years of experience performing administrative tasks, including word processing, data entry, spreadsheets.

PREFERRED QUALIFICATIONS:

- An Associate's degree in Business, Secretarial Science or related field.
- Proficient in Microsoft Office software or other computer applications.

SPECIAL REQUIREMENTS:

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

THE NAVAJO NATION

Class Code: 3454
Community and Economic Development Series
Gaming Regulatory Group
Overtime Code: Non-Exempt
Pay Grade: 61

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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.