



**SUSANVILLE INDIAN RANCHERIA
GAMING COMMISSION**

Employee Signature

Date

Supervisor Signature

Date

POSITION DESCRIPTION

POSITION TITLE:	Licensing Agent
SUPERVISOR'S TITLE:	Gaming Administrator
POSITIONS SUPERVISED:	None
REDW GRADE:	9
FLSA STATUS:	Non-Exempt
SUBJECT TO P.L. 101-630:	No
WORKER'S COMP CODE:	8810
FUNDING CODE:	Gaming – 100%

Must NOT be a Susanville Indian Rancheria Tribal member, or related to any Susanville Indian Rancheria Tribal member, casino employee, or their spouses, including “significant others,” in non-marital relationships.

GENERAL STATEMENT OF RESPONSIBILITIES:

The Licensing Agent performs licensing and background checks on prospective employees of Diamond Mountain Casino. This position prepares and certifies potential casino employee and vendor applications for approval by the Susanville Indian Rancheria Gaming Commission (SIRGC). The Licensing Agent also ensures all applications and forms conform with the regulations of the SIRGC.

SPECIFIC AREAS OF RESPONSIBILITIES:

- Answers phones and redirects calls to appropriate individuals.
- Interacts with the public and the Native American Community in a professional manner.
- Mails applications and required documents to prospective companies desiring to be licensed to do business with the Diamond Mountain Casino. Collects the required licensing fees associated with doing business with the Diamond Mountain Casino.
- Prepares and/or reviews all licensing applications and other associated forms for completeness and accuracy and ensures that they are in accordance with SIRGC requirements. Makes recommendations to the Gaming Administrator as necessary regarding licensees.

- Performs background checks on all current and prospective employees and vendors. Reviewing all background investigation results to determine suitability. Following up on all inconsistencies and questions that arise through the background investigations.
- Processes electronic fingerprint submissions for both potential and established Key employees.
- Creates and updates spreadsheets to track employee licensing status.
- Creates and maintains spreadsheets on all vendor licensees including all license fees owed and received.
- Maintains files on all Diamond Mountain Casino employees and vendors.
- Meets deadlines without supervision.
- Acts as the liaison with NIGC, CGCC and DOJ regarding employee and vendor licensing at the direction of the Gaming Administrator.
- May aid in Surveillance.
- May aid with Gaming machine compliance, Gaming machine audits and Gaming machine chip verification.
- Assists with all areas of compliance, such as audits of individual departments and facility licensing and occupancy inspections and reports.
- May provide logistical support for all meetings and conferences.
- May be responsible for taking and transcribing minutes at the SIRGC meetings. Will prepare agendas and all other associated SIRGC meeting documents as requested.
- In the absence of the Executive Assistant, may perform the duties of the Executive Assistant.
- Assists in compiling statistics and creating spreadsheets.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- A. Ability to understand, follow, and explain regulations and policies and all applicable laws pertaining to licensing.
- B. Ability to maintain a professional and courteous demeanor always.
- C. Skill to self- motivate and capable of sound judgment.
- D. Ability to organize workload to meet deadlines and time management.
- E. Ability to write routine reports and correspondence.

MINIMUM QUALIFICATIONS - ALL APPLICANTS:

1. Must have a high school diploma or equivalent from an accredited high school.
2. Must have a valid California driver's license or license from current residence state.
3. Must pass a pre-employment background check.
4. Must pass a pre-employment drug test.
5. Must have a valid CPR card or be able to obtain one within ninety (90) days of hire.

ADDITIONAL QUALIFICATIONS FOR THIS POSITION

6. Must be 21 years of age.
7. One year of office experience or education equivalent in office practices.
8. Six months experience processing background investigations.
9. Must meet all requirements to qualify for a Susanville Indian Rancheria Gaming License.
10. Must be willing to work in a secondhand cigarette smoke environment.
11. **Must NOT be a Susanville Indian Rancheria Tribal member, or related to any Susanville Indian Rancheria Tribal member, casino employee, or their spouses, including "significant others," in non-marital relationships.**

PERFORMANCE EXPECTATIONS:

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.