

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at www.tachi-yokut-nsn.gov

Job Requisition Form

Department: Gaming Commission Licensing Dept

Position to be filled: Technician

Required Qualifications/Essential Duties:

- Must have High School Diploma or General Education Degree (GED) plus two years related experience;
- Valid California Driver License- **Preferred**;
- Must be insurable through companies' carrier and maintain throughout employment- **Preferred**;
- Must be able to obtain a California Gaming License and maintain throughout employment- **REQUIRED**;
- Must be able to obtain a valid Fingerprint Rolling Certificate within 90 day introductory period and maintain throughout employment- **REQUIRED**
- Printing and inspecting Gaming Licenses issued for accuracy;
- Inputting personal information into Identipass and identix systems for Gaming Licenses and Fingerprinting in a confidential manner;
- Maintain records and logs on all activities such as gaming licenses issued, fingerprint records, faxes to NIGC, incoming/outgoing files, etc. Prepare monthly reports on such activities;
- Ensure database is updated with accurate information;
- Keep sufficient files and packets available for Background Agents;
- Receive all incoming calls and correspondence and forward to appropriate Agents;
- Schedule appointments for Agents as needed;
- Greet and asses needs of visitors, applicants, and employees in a timely and professional manner;
- Responsible for photographing for licenses, fingerprinting, and filing activities within the Backgrounds department;
- Maintain files in current/past employees;
- Review and prepare notices for expiring gaming licenses, office closures, and other information as needs. Forward to appropriate parties;
- Setting up system to track fingerprints, employee files, and records;
- Drive company vehicle or personal vehicle to conduct business on behalf of the Backgrounds Department.

Reports To: Supervisor

Starting Rate of Pay: \$18.50 per hour (Non-Exempt)

Approximate Hours: 30+ hrs per wk

Date Posted: May 3, 2023

Deadline: Open Until Filled

Department Director

Date

Human Resources Director

Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.