

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 Backgrounds

Position to be Filled: Background Agent (2)

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 the company insurance carrier throughout employment-**Preferred**;
- Must be able to obtain a California Gaming License and maintain throughout employment- **REQUIRED**;
- Perform background investigation for licensing of all key employees;
- Prepares written reports regarding suitability, license denials, revocations, suspensions, and specific license requirements or conditions and submit report to the Gaming Commission, Law Enforcement Agencies, NIGC, and CA Division of Gaming Control;
- Maintain knowledge of current laws pertaining to regulatory issues surrounding Indian Gaming, Fair Credit Act, and Americans with Disabilities Act;
- Make license suitability recommending to the Gaming Commissioners based on background result;
- Have the ability to network with other Tribal Government and Law Enforcement checks;
- Have the ability to prepare written investigative reports, detailing steps taken and result of background investigation;
- Testify and/or present evidence at hearings regarding licensing sanctions imposed by the Gaming Commission;
- Finger printing applicants who are applying for licensing. General knowledge of the Indextix Touch equipment and the ability to correct minor problems as they occur;
- Maintains record files on all applicants as well as statistical records of all commission license activity;
- Determines what vendors require licensing under Tribal Ordinance and Compact requirements;
- Issues and receives vender and principle license applicants and fees, conducts suitability background investigations on eligible business and their principals;
- Makes vendor licensing recommendations to the Commissioners;
- Performs search of court records to determine suitability of applicants;
- Drive company vehicle or personal vehicle to conduct business on behalf of the Backgrounds Department.

Reports To: Backgrounds Supervisor

Starting Rate of Pay: D.O.E.- Range 24 (Non-Exempt)

Approximate Hours: 40+ hrs per wk

Date Posted: June 15, 2016

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.