



**San Pasqual Band of Mission Indians
Position Vacancy**

Position Title: Assistant Investigator	Posting Date: 12/7/2018
Position Reports to: Gaming Licensing and Background Investigator Manager	Employment Category: Non-Exempt / Part time
Department: Gaming	Internal Posting Closed: 12/12/2018

Position Summary

Assist the Licensing and Background department with all areas of vendor licensing.

Principal Duties and Responsibilities

- Assists in performing the vendor licensing and background investigation function on behalf of the Gaming Commission as specified in the Tribe's gaming ordinance.
- Adhere to all Gaming Commission policies and procedures including but not limited to confidentiality.
- Collects and enters data in various gaming databases as instructed.
- Coordinates with casino operations during the initial vendor application process to gather the necessary information for background investigations.
- Held accountable, to a high degree, for the accuracy and thoroughness of department records.
- Reviews applications for completeness.
- Provides assistance to the Licensing Department on a regular basis.
- Maintains confidential information and conducts all responsibilities in a professional and ethical manner.
- Performs background checks; coordinates with outside agencies as required.
- Maintains license and investigation files for all license related documents, signature cards, etc.
- Filing as needed.
- Other duties as assigned.

Qualifications & Skills

REQUIRED EDUCATION / CERTIFICATIONS:

- High school diploma or general education degree (GED)
- Valid CA Driver's License.

EXPERIENCE / QUALIFICATIONS / SKILLS

- Minimum of three years clerical experience and/or gaming regulatory experience.
- Prior gaming experience preferred
- Must pass initial drug screen and random drug tests conducted thereafter.
- Demonstrated experience maintaining confidential information.
- General computer skills including word processing, spreadsheet and database programs.
- Organizational, prioritizing, filing and record keeping skills.
- Ability to read and comprehend instructions, correspondence and memos.
- Ability to perform assigned job duties under constant time pressures.
- Ability to maintain a positive and professional attitude when dealing with difficult situations.
- Must be detail-oriented.
- Must possess the ability to generate professional written correspondence.
- Must meet standards established for a key gaming license.

Individuals who are interested for consideration for the above position should email their resume to hr@sanpasqualtribe.org or submit application to 16400 Kumeyaay Way, Valley Center, CA 92082.

In accordance with the Policies and Procedures, San Pasqual Band of Mission Indians will at all times and for all positions give hiring, transfers and promotional preferences to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Members. 2. First generation Lineal Descendant or the legal spouse of an enrolled Tribal Member who contributes to the household 3. San Pasqual Band of Mission Indians Lineal descendants. 4. Other American Indians. 5. All Others.