



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

| | |
|---------------------------------------------------|-------------------------------------------------|
| Position Title: Investigator (FOH) | Posting Date: April 5, 2021 |
| Position Reports to: Director of Licensing | Employment Category: Temporary Full-time |
| Department: Gaming Commission | Internal Closing Date: April 12, 2021 |

Position Summary

Under the Direction of the Director of Licensing or as delegated to the Licensing Specialist, the Investigator (FOH) assists with the day-to-day clerical functions of the Licensing Department, and assists with the intake and the licensing of employees.

Duties and Responsibilities

- Greets all visitors, employees, and applicants in a courteous and caring manner.
- Provides initial intake of licensing applicants.
- Responsible for mail compiling, collecting, sorting, and delivery.
- Collects and enters data in various gaming databases as instructed.
- Copies, scans, and files information.
- Provides clerical assistant in maintaining a steady flow of employee and applicants. Including, but not limited to, the screening of incoming calls, granting visitor access to the office, fingerprinting, and photo capturing.
- Intake of all incoming new hires and renewals.
- Provide a high degree of accuracy and thoroughness of the Licensing Department process and records.
- Maintains confidential information and conducts all responsibilities in a professional and ethical manner.
- Ensures the security and privacy of Criminal History Record Information (CHRI) as required by the National Indian Gaming Commission (NIGC) MOU.
- Adhere to all Gaming Commission policies and procedures.
- Special projects as assigned or other duties deemed necessary.
- Other duties as assigned.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities for this position at any time.

Qualifications & Skills:

Required Education/Certifications:

- High school diploma or general education degree (GED).
- Valid CA Driver's License.
- Must pass initial drug screen and random drug tests conducted thereafter.
- Must meet and maintain standards established for a key gaming license.
- Must be able to pass CHRI Security Awareness Exam biennially.

Preferred Qualifications:

- Bi-lingual and speak and write Spanish fluently.
- Prior gaming experience preferred.
- Minimum of one year of clerical experience.

Experience/Ability:

- Proficient computer skills including word processing, spreadsheet and database programs.
- Organizational, prioritizing, filing and record keeping skills.
- Ability to read and comprehend written and verbal instructions.
- Ability to respond to common inquiries.
- Ability to effectively present information in one-to-one and small group situations to licensees
- Ability to multitask between incoming guest, phone calls, and clerical duties.
- Ability to perform assigned job duties under constant time pressures.
- Ability to maintain a positive and professional attitude and decorum when dealing with difficult situations.
- Must be detail-oriented.
- Excellent oral and written communication skills.

Individuals who are interested in the above position should complete an application online at <http://www.sanpasqualbandofmissionindians.org/employment> and e-mail it to hr@sanpasqualtribe.org or complete an application in person at 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.