

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-056 **Issue Date:** 04-18-14 **Closing Date:** 05-01-14

Licensing Agent
Yakama Nation Gaming Commission
Department of Licensing
Hourly Wage: \$17.90/Full-Time/Regular
Location: YNGC, Legends Casino

Responsible for the processing of Tribal Gaming Licensing applications and Washington State Certification applications for all Class II and Class III gaming employees and vendors. Conduct background investigations to ensure the honesty, integrity, and good character of gaming employees of the Yakama Legends Casino. Maintain all licensing records for Class II and Class III employees and casino vendors. Must be in compliance and knowledgeable of the Indian Gaming Regulatory Act; National Indian Gaming Commission Regulations, Yakama Indian Nation Gaming Ordinance of 1994; Tribal-State Compact; and other applicable licensing laws and regulations. Assist the Licensing Agent II and Manager in completing all licensing functions.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of the Yakama Nation Tribal Administration, state and federal laws and regulations, specifically to the gaming industry and general office practices and procedures.
- Knowledge of licensing's standard operating procedures and practices.
- Knowledge of sensitive records management, including legal requirements as they pertain to records retention and disclosure.
- Ability to accurately record and maintain records.
- Experience with computers using database software and electronic data processing.
- Ability to establish and maintain effective working relationships with employees, other departments, officials, and the public.
- Ability to analyze and understand the Tribal-State Compact and the code of Federal Regulations as they apply to licensing.
- Ability to communicate effectively verbally and in writing.
- Ability to conduct orientation to casino trainees and new casino employees of licensing requirements, as directed.
- Ability to work and assist other governmental agencies as it pertains to Class II and Class III licensing and gaming activities.
- Ability to follow verbal directives and complete assigned projects investigations.
- Ability to shift from working independently to a team environment as job duties dictates.
- Knowledge of tribal, state and federal laws and regulations, specifically in relation to the gaming industry.

Qualifications:

- High school diploma or GED required. Preferable college course work in general office practices, data processing and criminal justice, or other related field helpful.
- One or two years of gaming experience required.
- Prior regulatory experience within a governmental or law enforcement agency desirable.
- Any equivalent combination of education and work experience may be substituted for required qualifications.
- Ability to pass an annual criminal background investigation.

Necessary Special Requirements:

- Must pass a pre-employment criminal background check.
- Due to amount of work involved, must maintain good attendance.
- Ability to pass a pre-employment drug and alcohol test.