



SILETZ TRIBAL GAMING COMMISSION JOB DESCRIPTION

Job Title: Background Investigator
Reports to: Licensing Agent
Job Location: Lincoln City

Dept: STGC
Grade: TL 18
Average Hours Per Week: 40, Non-Exempt

Job Summary:

As an employee of the Siletz Tribal Gaming Commission (STGC), the Background Investigator will strive to achieve the mission of enforcing and complying with all relevant laws, Tribal/State Compact, regulations, ordinance, charter, internal controls, policies and procedures in order to maintain the honesty, integrity, fairness, and security of the Gaming Operation(s). The Background Investigator will ensure the protection of the Gaming Operation's patrons, employees, environment, and safety by conducting background and financial investigations of applicants seeking a gaming or vendor license.

Qualifications:

- Requires an Associates Degree in criminal justice, business, or a related field, plus two (2) years of related work experience; or four (4) years of demonstrated ability through an equivalent combination of education, experience and training to perform the duties of the job.
- Knowledge of Gaming Regulations, Compact, Minimum Internal Control Standards (MICS), and Operational Procedures preferred.
- Ability to work and complete tasks independently.
- Ability to read, analyze, and interpret Gaming Regulations, Compact, MICS, and Operational Procedures preferred.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to respond to questions from managers, patrons, employees and the general public.

- Ability to exercise discretionary judgment.
- Must possess excellent interpersonal skills.
- Must be able to handle a variety of tasks at the same time with frequent interruptions and meet reasonable deadlines.
- Must be LEADS certified within thirty (30) days from hire date.
- Must be able to read and understand a criminal history report.
- Must be able to read and understand a credit history report.
- Must possess good communication, interview, and investigation skills.
- Must be able to fingerprint applicants.
- Must possess the following characteristics: integrity, problem solving, observational skills, ingenuity, persistence, credibility as a witness in court, eye for detail, and interest in people.
- Requires skills in use of computer equipment and software.
- Requires a valid Oregon driver's license.
- Employment is contingent upon results of a drug test.
- Employment is contingent upon a background investigation that meets the licensing criteria of a Key Employee.
- Must sign a confidentiality agreement and sign and adhere to a code of ethics to ensure that confidential and sensitive information of the STGC remains confidential.
- Must be flexible with work schedule.

Physical Requirements:

Must be able to lift or exert 40 pounds of force to carry, push, pull or move objects.

Job Functions:

1. Plans, organizes and conducts background and financial investigations of applicants seeking a gaming or vendor license.

- Reviews and analyzes applications, financial documents and other records submitted by applicants.
- Obtains criminal history information from Law Enforcement Data System (LEDS), city, county, and state law enforcement agencies, and state and local courts.
- Fingerprints applicants for submission to the Federal Bureau of Investigations (FBI) and Oregon State Police (OSP).
- Obtains and analyzes criminal records and credit information on applicants and licensees.
- Interviews applicants and licensees.
- Obtains and analyzes information from outside agencies regarding applicants and licensees.
- Contacts personal and employment references.
- Prepares detailed background investigation reports for all Gaming Operation employees and vendors as applicable for STGC and forwards to Licensing Agent for review.

2. Other Functions.

- Attends Licensing Hearings as needed.
- Researches licensing issues and presents information to the Licensing Agent.
- On request, researches other possible regulatory issues and reports to other STGC staff as applicable.
- Contacts Tribal Government agencies, other Tribal Gaming Commissions, Nation Indian Gaming Commission (NIGC), OSP and local and out-of-state law enforcement agencies as required.
- Provides licensing information to other Tribal Gaming Commissions.
- Monitors all fingerprint reports returned by the Oregon ID Bureau and FBI, and follows up on any reported arrests.
- Participates in other STGC investigations as needed.
- Evidence custodian for evidence maintained by the STGC.

- Interviews employees suspected of criminal activity or misconduct.
- Conducts gaming license orientation program during Licensing Assistant's absence.
- Reviews and approves licensing authorizations in Licensing Agent's absence.
- May require local and out-of-state travel.
- Other duties assigned by Licensing Agent or Executive Director

Gaming and Promotions:

The individual in this position is prohibited from playing any games or entering into any contests or promotions at all Siletz Tribal Gaming Operations.