



## **SILETZ TRIBAL GAMING COMMISSION JOB DESCRIPTION**

Job Title: Licensing Assistant  
Reports to: Licensing Agent  
Classification: Full Time, Non-Exempt  
Job Location: Lincoln City

Dept: STGC  
Grade: TL 17.0  
Average Hours Per Week: 40

### **Job Summary:**

As an employee of the Siletz Tribal Gaming Commission (STGC), the Licensing Assistant 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 purpose of this position is to provide administrative support to the STGC Licensing Department in the completion of the requirements of the licensing process and other applicable regulatory functions. The impact of the position's work product will be to support and ensure careful, efficient completion of the administrative functions of STGC.

### **Job Functions:**

- Greets and directs visitors to appropriate personnel or department, handling routine requests within capabilities.
- Answers incoming calls and properly routes calls.
- Responsible for the distribution of incoming and outgoing mail (including inter-departmental mail, retrieving/delivering STGC mail to/from Chinook Winds Casino Resort (CWCRCR), and keeping postage machine in working order).
- Provides assistance to STGC including typing, copying, distributing, filing and purchasing.
- Responsible for tracking/logging actions in all licensee files.
- Conducts orientations of new applicants after proofreading employee applications for completeness and accuracy.

- Responsible for processing renewal applications & preparing and issuing gaming licenses.
- Prepares correspondence, photocopying, faxing, scanning and maintains the STGC licensing filing system.
- Reviews gaming license applications for completeness and notarizes applications submitted to STGC.
- Prepares licensing fee/license statement forms for gaming license applicants for signature during notarizing process.
- Prepares monthly applicant licensing fee invoice to CWCR.
- Prepares bank deposits of all funds received by STGC, and maintains accuracy of the petty cash fund on a daily basis.
- Maintains accurate records involved in the licensing process, including database(s).
- Assists in preparing vendor licenses and permits.
- Prepares daily licensing status reports and routes to the Licensing Agent, other applicable STGC staff and CWCR.
- Prepares badge term report and routes to Licensing Agent and applicable STGC staff.
- Prepares monthly renewal notices to licensed employees within required deadlines.
- Enters/updates licensing information into the licensee database.
- Advises appropriate STGC staff of possible violations in licensing requirements.
- Tracks information to assure that all reports are prepared and responses received from the National Indian Gaming Commission (NIGC) and Oregon State Police (OSP).
- Assists the Administrative Assistant as needed.
- Assist the Background Investigator as needed.
- Operates equipment and software that prepares badges for all persons who work at the Gaming Operation(s).
- Creates and maintains Gaming Operation(s) employee filing system (high and low security).

- Prepares miscellaneous communications (letters, memorandums, etc.).
- Other duties as assigned.

**Minimum Qualifications:**

- High School Diploma or GED.
- Three years of experience in administrative support.
- Experience presenting complex information to diverse groups.
- Demonstrated knowledge of English grammar, spelling, and punctuation.
- Knowledge of gaming regulations, compact, minimum internal control standards (MICS), and operational procedures preferred.
- Must type at least 40 words per minute (accurately).
- Ability to work and complete tasks independently.
- Ability to read, analyze, and interpret gaming regulations, compact, MICS, and operational procedures.
- Ability to write reports and business correspondence.
- 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 able to read or learn to read and understand a credit history report within thirty (30) days of employment.
- Must be LEADS certified within sixty (60) days from hire date.
- Must possess good communication skills.
- Must be able to become a Registered Notary within thirty (30) days of employment.
- Experience working with word processing, database, and spreadsheet software (specifically Microsoft Word, Excel, Access.)

- 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 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.

**Gaming and Promotions:**

The individual in this position is able to play only Class II Games (Bingo and Poker) and is prohibited from entering into any contests or promotions at all Siletz Tribal Gaming Operations.