

JOB ANNOUNCEMENT

Title: Licensing Specialist

Requisition Num.: 008-2023

Open Date: 03/01/2023

Closing Date: Until Filled

Department: Gaming

Classification: Full-Time / Non- Exempt

Salary: \$20.50 - \$22.30 (hourly)

Location: Valley Center, CA

Opportunity: This position, under the supervision of the Backgrounds Supervisor, is responsible for managing the front desk daily, performing a variety of administrative tasks and assisting in maintaining efficient function of the Gaming Commission Backgrounds Department. This position deals heavily with the public, is responsible for handling personal confidential information, and processing gaming license applications. This person will conduct business in a professional and cordial manner that will uphold the integrity and reputation of Rincon. Bilingual in Spanish required.

JOB RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Greet the public, vendors, and all gaming license applicants.
- Demonstrate proficiency in Spanish. Ability to communicate and provide detailed directions, verbally and written.
- Create electronic applications for background investigations and fingerprint via Live Scan if appropriate.
- Answer phones and respond to inquiries, verbally and written with regard to gaming license status.
- Maintain applicant files electronically with respect to gaming license and employment status. Remove terminated employees from active investigation files, collect and properly destroy outdated gaming licenses.
- Process gaming license transfers, promotions, terminations and revocations, and any temporary job requests.
- Data collection and report preparation, including reconciliation of monthly fingerprint reports via Live Scan database for submission to regulatory agencies.
- Process monthly billing and invoices to Gaming Operation.
- Prepare and index files containing confidential correspondence and documents into database.



Rincon Band of Luiseño Indians

Contact Us:

One Government Center
Lane

Valley Center, CA 92082

Phone: (760) 749-1051

Hours: 8:00 am – 4:30 pm

Monday - Friday

www.rincon-nsn.gov



To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it in to the Human Resources Department at the Government Center, or emailing it to jobs@rincon-nsn.gov.

To work for the Rincon Tribe, you minimally need:

- High School Diploma or GED
- A valid California driver's license

Applications which are not completely filled out will not be considered.

Preference:

Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications. Background investigation drug and alcohol screening are required as a condition of employment. Rincon Band of Luiseño Indians is an equal opportunity employer.

JOB RESPONSIBILITIES CONT'D

- Prepare certified and other mail requests. Receive shipments from various vendors, log and notify proper department for pick-up.
- Ability to multi-task in a deadline driven, sometimes high-stress environment.
- Maintain effective working relationships with Gaming Operation departments and external agencies.
- Maintain an organized, clean, and safe working environment.
- Attend meetings and trainings as required by the Backgrounds Supervisor.
- Ability to exercise attention to detail and have excellent judgement and problem-solving skills. Must be a team player with strong multi-tasking skills, time management and ability to accommodate a flexible work schedule based on the needs of the department.
- Superior customer service skills, professional client-centered manner that will uphold the integrity of the Gaming Commission.
- Work closely with Commission Department Managers and provide administrative support when appropriate.

OTHER DUTIES

- Demonstrates an awareness and appreciation of the cultural diversity of the community.
- Maintain a clean and safe working environment.
- Adhere to safety standards and regulations of the Tribal Council.
- Handle all confidential and proprietary information in accordance Rincon Tribal Government and Gaming Commission policies and procedures.
- Perform other related or non-related job duties as required by the Background Supervisor or Manager.

JOB QUALIFICATIONS

Education/Experience and/or Training:

- Graduation from a U.S. high school, G.E.D. or equivalent from a U.S. institution, or a California High School Proficiency Examination (CHSPE) certificate is required.
- Gaming experience preferred.
- Must be bilingual in Spanish, written and spoken.

Licenses or Certifications:

The following license and certification are required to be maintained throughout employment and are not subject to waiver:

- Valid California Driver's License. Must maintain a satisfactory driving record with the DMV.
- Ability to pass an extensive background check and obtain a Gaming License.
- Must be willing to sign a Non-disclosure and Confidentiality Agreement upon employment.

Selection Process:

All applications will be reviewed and the most appropriately qualified individuals will be invited to continue in the selection process. The process may include a written and/or oral examination to assess job related education, experience and training.

Resumes will not be accepted in lieu of completed application forms, but may be attached.

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Work-Related Knowledge:

- Excellent interpersonal skills, ability to communicate effectively both orally and in writing; be able to establish and maintain effective working relationships.
- Strong organizational skills and the flexibility and ability to manage time and multiple tasks with little supervision.
- Successful applicants will be a creative thinker, an energetic self-starter who enjoys new challenges and are able to function comfortably in a fast-paced team environment or independently.