



RINCON BAND OF LUISEÑO INDIANS

JOB DESCRIPTION

DEPARTMENT: Gaming
JOB TITLE: Background Investigator I
REPORTS TO: Background Manager

FLSA STATUS: Non-Exempt
PAGE: 1
Pay Grade: GC7

OVERALL PURPOSE

Under the supervision of the Background Manager, this position is responsible for ensuring background investigations of the gaming operation licensing applicants selected meet required standards. In addition, this position is responsible for making suitability recommendations for all gaming operation licensed applicants. Process background checks for all newly hired, re-hired, and renewing gaming operation team members by reviewing gaming license applications for completeness and accuracy. Conduct interviews to obtain detailed information regarding criminal and financial records and conduct license, employment, education, and military verifications. This person will conduct business in a professional and cordial manner that will uphold the integrity and reputation of the Rincon Tribal Government and the Rincon Tribal Gaming Commission. This position maintains a thorough working knowledge of and adheres to tribal policies, regulations, and procedures.

ESSENTIAL FUNCTIONS

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.

- 1. Ensure gaming license applications are complete and confirm/clarify gaps in employment and residences, confirm contact information and assist prospective gaming operation employees with the completion of the gaming license application. Make sure all release forms have been signed by the applicant.**
- 2. Record keeping of gaming license applicant files, removal of terminated employees from the active investigation file.**
- 3. Interview gaming license applicants and verify or rule out criminal information as factual.**
- 4. Complete a comprehensive report compiling all investigative material in a clear and concise manner. Make gaming license suitability recommendations and submit the report to the Background Supervisor/Manager for review/approval.**
- 5. Testify and/or present evidence at gaming license hearings regarding any sanctions imposed by the Rincon Tribal Gaming Commission.**
- 6. Serve as liaison with the State, Federal and Tribal regulatory agencies, and any other law enforcement agencies.**
- 7. Report findings to the party under investigation for confirmation or denial of information or data when necessary.**
- 8. Conduct background investigations to determine compliance with National Indian Gaming Commission (NIGC), Secretarial Procedures, and Rincon Tribal Gaming Commission (RTGC) regulations and policies and procedures.**
- 9. Conducts electronic searches, which may include criminal and investigative record checks of the FBI database through NIGC, banking and credit history, court records, Federal, State, and local law enforcement agencies.**
- 10. Process fingerprints via Live Scan, when applicable.**
- 11. Manage and prioritize caseload to ensure timely and accurate completion of gaming license background investigations.**
- 12. Review gaming license applicant files and conduct follow-up as needed to ensure all investigative requirements have been met.**
- 13. Demonstrate a high level of professional integrity, ethical conduct, and integrity and maintain confidentiality regarding all matters within the Rincon Tribal Gaming Commission.**



RINCON BAND OF LUISEÑO INDIANS

JOB DESCRIPTION

DEPARTMENT: Gaming
JOB TITLE: Background Investigator I
REPORTS TO: Background Manager

FLSA STATUS: Non-Exempt
PAGE: 2
Pay Grade: GC7

ESSENTIAL FUNCTIONS CONT'D

14. Attends meeting and training seminars as required by the Background Manager.
15. 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.
16. Superior customer service skills, professional client-centered manner that will uphold the integrity of the Rincon Tribal Gaming Commission.
17. Work closely with Commission Department Managers and provide administrative support when appropriate.
18. Ensure work responsibilities are covered when absent; arrive at meetings and appointments on time.
19. Proficient with Microsoft products (Word, Excel, etc.), internet software appropriate storage of electronic files and operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment, use/storage maintenance of multiple usernames and passwords and computer related problems, problem solving skills through the use of available training and helpdesk.
20. Completes administrative tasks correctly and on time while demonstrating accuracy and thoroughness.
21. Follows instructions; responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.
22. There are multiple deadlines associated with this position and the employee may be required to work long hours, weekends and travel may be required when necessary to reach goals, as approved by the Background Manager.
23. The employee must be able to handle frequent interruptions and must also multitask and interact with a wide variety of people on various and, at times, complicated issues.
24. The employee must be able to adapt to changes in the work environment; manage competing demands; change approach or method to best fit the situation; be able to manage delays or unexpected events and use reason when dealing with challenging topics.

OTHER DUTIES

1. Follow established government policies and those outlined in the Rincon Tribal Government Employee Handbook and on our government employee portal.
2. Demonstrates an awareness and appreciation of the cultural diversity of the community.
3. Maintain a clean and safe working environment.
4. Adhere to safety standards and regulations of the Tribal Council.
5. Handle all confidential and proprietary information in accordance with Rincon Tribal Government and Rincon Tribal Gaming Commission policies and procedures.
6. Ability to multi-task while maintaining vigilant attention to detail.
7. Other duties may be assigned at the discretion of the Manager or designee to fulfill the government's needs, objectives and/or goals.

SUPERVISION ADMINISTERED

This position typically *does not* require the supervision of staff.

QUALIFICATIONS/KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to represent the Rincon Tribal Government and the Gaming Commission effectively and professionally in a public venue.



RINCON BAND OF LUISEÑO INDIANS

JOB DESCRIPTION

DEPARTMENT: Gaming
JOB TITLE: Background Investigator I
REPORTS TO: Background Manager

FLSA STATUS: Non-Exempt
PAGE: 3
Pay Grade: GC7

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.
- Associate degree preferred.
- Gaming experience is preferred.
- Bilingual preferred (Spanish)

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.

WORK-RELATED KNOWLEDGE

- Working knowledge of state and local laws that pertain to background investigations.
- 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.
- Proficiency with all current Microsoft Office programs as well as any other software programs, online communication platforms and other technology necessary to perform the job.
- Successful applicants will be a creative thinker, an energetic self-starter who enjoys new challenges and is able to function comfortably in a fast-paced team environment or independently.

PROBLEM-SOLVING SKILLS

- Identify problems, inform others, and provide information to assist with solving the problem.
- Identify problems, investigate the root-cause, and make recommendations for solutions.

VERBAL & WRITTEN COMMUNICATION SKILLS

- Excellent interpersonal skills, ability to communicate effectively both orally and in writing; be able to establish and maintain effective working relationships.
- Ability to communicate effectively with a diverse team member population.
- Prepare business documents, client case notes, technical reports, manuals, articles, financial reports, etc.
- Literacy Strengths: Writes clearly and informatively: varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

MATH SKILLS

- Basic mathematical skills, such as the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

COMPUTER SKILLS

- Internet/E-mail
- Microsoft Office Suite
- Database/contact management software

OTHER CHARACTERISTICS

- Follow established confidentiality policy, safety standards, or applicable regulations.
- Knowledge of customer service best practices
- Organizational skills



RINCON BAND OF LUISEÑO INDIANS

JOB DESCRIPTION

DEPARTMENT: Gaming
JOB TITLE: Background Investigator I
REPORTS TO: Background Manager

FLSA STATUS: Non-Exempt
PAGE: 4
Pay Grade: GC7

MENTAL DEMANDS

- Concentration/Attentiveness
- High Level of Record Keeping
- Manage Multiple Projects/Tasks
- Independent Judgment and Discretion
- Respond to Angry/Upset Individuals
- Read and comprehend work instructions.

PHYSICAL DEMANDS

- **FREQUENTLY INCURRED** (25 – 75% time on job)
 - While performing the duties of this job, the employee will be required to frequently stand, walk, sit, bend, twist, talk, hear, use of hands and fingers, and perform repetitive motions. Talking and hearing are essential to communicate with employees, vendors, and staff in individual, department, small and/or large group meetings. Specific vision abilities required by this job include reading, distance, computer, and color vision.
- **OCCASIONALLY INCURRED** (up to 25% time on job)
 - Lift and Move Objects up to 20 lbs.
 - Any lifting and/or moving over 50 pounds needs to be done in a team lift or the use of a utility dolly.

WORKING CONDITIONS

- **FREQUENTLY INCURRED** (25 – 75% time on job)
Moderate noise level; smoking environment.

PERSONAL PROTECTIVE EQUIPMENT

This position **typically** does not require the use of personal protective equipment.

TOOLS AND EQUIPMENT

- Use various office equipment, i.e., copier, fax, shredder, printer, etc.

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Rincon Band of Luiseño Indians.

Employee Signature

Date

Printed Name

Job Title

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.