



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



JOB ANNOUNCEMENT

Title: Licensing Specialist

Requisition Num.: 017-2026

Open Date: 05/27/2026

Closing Date: Until Filled

Department: Gaming

Classification: Full-Time/Non- Exempt

Salary: Commensurate with Experience

Location: Valley Center, CA

Opportunity: This position, under the supervision of the Background Manager, is responsible for managing the front desk daily, performing a variety of administrative tasks, and assisting in maintaining the efficient function of the Rincon Tribal Gaming Commission (RTGC) 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 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. Bilingual in Spanish preferred.

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.

- Receive visitors, including the public, vendors, and all gaming license applicants.
- Demonstrates superior customer service skills and conducts themselves in a professional client-centered manner that will uphold the integrity of the RTGC. Ability to communicate and provide detailed directions, verbally and written.
- Create electronic applications for background investigations and fingerprints 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 Remove terminated employees from active investigation files, collect and properly destroy outdated gaming licenses.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 for Gaming Operation.
- Establishes and maintains record systems and files; updates and maintains complex records and reports including those of a confidential privileged and sensitive nature.

To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it into 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 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.
- Work closely with RTGC Department Managers and provide administrative support when appropriate.
- Proficient with Microsoft product (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 problem, problem solving skills through the use of available trainings and helpdesk.

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 with policies and procedures.
- Attends required meetings and training.
- Perform other related duties as required.

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 effectively and professionally in a public venue.

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 is preferred.

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:

- 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.

3 Job Announcement, Cont'd. – Licensing Specialist

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. All prospective employees must live within a 50-Mile Radius from the Rincon Government Center.

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

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Work-Related Knowledge Cont'd:

- Ability to communicate effectively with a diverse team member population.
- Complete and maintain documentation/records.
- Literacy Strengths: Writes clearly and informatively: varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

Benefits

The Rincon Band of Luiseño Indians offers a comprehensive and competitive benefit package for full-time and qualifying part-time employees. Benefits include the following:

- Health & Wellness Coverage: Medical, dental and vision coverage
- Generous Paid Time Off (PTO) Accrual
- Holidays: Full-time employees and qualifying part-time employees are eligible for eleven (11) full paid holidays, and four (4) half day (4 hours) paid holidays.
- Comprehensive Annual Performance & Merit Reviews
- Job Training based on Business Needs
- Life and Long-Term Disability: \$100,000 employer paid Life Insurance and Long-Term Disability
- Flexible Spending Accounts: Healthcare and Dependent care reimbursement accounts
- Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance
- Supplemental Coverage: Disability, Accident, Cancer, Life and Hospital Confinement
- Retirement: 401(k) retirement plan with a generous employer match
- Company Events: Rincon Tribal Government holds great social events for employees and occasionally raffle many prizes.

Rincon Tribal Government – Core Values

Trust

Integrity

Open and Honest Communication
