



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

POSTING NO: 051-19

OPENING DATE: 03/07/2019

CLOSING DATE: 03/20/2019

POSTED: IN & OUT

POSITION: Licensing Clerk
PAY GRADE: NE8 (\$15.37 hr. to \$18.06/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI
DEPARTMENT: Gaming Commission
REPORTS TO: Investigator
BACKGROUND LEVEL: High Public Trust

JOB PURPOSE:

Processes employee gaming license and renewal applications and assists in processing vendor licensing in accordance with National Indian Gaming Commission (NIGC), Minimal Internal Control Standards (MICS), New Mexico State Gaming Compact, POIGRA Regulations and rules of law for gaming enterprises.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Reviews and processes employee and vendor license applications; ensures accuracy and completeness of all data.
- Conducts on-site background checks and history interviews with each gaming enterprise applicant to determine if applicant meets all requirements to obtain a gaming license.
- Researches applicants backgrounds through, but not limited to, metro and state courts, MVD driving records, credit reports and fingerprints.
- Makes personal reference and employee verification calls for all applicants.
- Processes requests for sensitive information in a timely manner, including local, state, and federal court records; driving records; credit reports; and other information required for the issuance of gaming licenses.
- Ensures compliance with federal, state, and local ordinances and rules of law for gaming enterprises.
- Completes license verifications forms as requested by other agencies.

- Collects vendor and employee processing fees and violation payments; issues receipts.
- Reviews vendor and renewal applications for completeness.
- Conducts background checks on all vendor officers of the company as well as technicians who will be working on the premises; issues badges to all vendor technicians.
- Processes all paperwork related to licensing; maintains new hire, terminated, employee renewal and drug testing records in compliance with IGRA, New Mexico State Gaming Compact and POIGRA.
- Processes all badge changes; titles, transfers, vendors, etc.
- Makes monthly deposits to Treasurer's Office.
- Provides Notary Public services to employees and public.
- Assists in covering receptionist area.
- Maintains an extensive filing system of confidential information.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.

- High School Diploma/GED.
- Two years' experience in law enforcement, casino, security or other regulatory enforcement agency.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of traditional form of government and Pueblo customs and traditions.
- Knowledge of the functions and structure of the Pueblo of Isleta.
- Knowledge of federal, state, and Indian gaming regulations.
- Knowledge of business English, proper spelling, grammar, and punctuation, and basic arithmetic.
- Knowledge of records management and basic accounting procedures.
- Skill in operating business computers and office machines.
- Ability to communicate effectively in the English language, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to listen to the concerns of applicants and employees and provide feedback on sensitive, confidential issues.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to work independently with minimal supervision.
- Ability to work extended hours, weekends, holidays and various shifts as scheduled.
- Ability to define problems, collect data, establish facts and draw valid conclusions.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT

- Work is performed in a typical interior/office or casino environment.
- Exposure to second hand smoke may occur.
- Noise level is usually moderate.

PREFERENCE:

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.