

**GAMING COMMISSION
POSITION TITLE: LICENSING AGENT
SALARY: NEGOTIABLE
INDIAN PREFERENCE APPLIES
OPEN UNTIL FILLED**

General Description of the Licensing Agent:

The direct primary responsibility of the Licensing Agent shall include coordinating and assisting in the completion of the licensing and hearing processes for the ____ Tribal Gaming Commission pursuant to the requirements of the Indian Gaming Regulatory Act (the "IGRA"), Tribal rules and regulations, and the Minimum Internal Control Standards (the "MICS"). The Licensing Agent will report to the Tribal Gaming Commission (the "Commission").

Duties:

The Licensing Agent (the "Employee") must have the requisite skills in all respects to fulfill the Employee's obligations hereunder. The following duties will be evaluated on an annual basis by the Commission:

Licensing Applications. The Employee shall be responsible for coordinating the application process for gaming licenses including, but not limited to, reviewing files to ensure compliance with licensing regulations for temporary and regular gaming licenses.

Vendor Licenses. The Employee shall be responsible for coordinating the licensing process for all vendors. The Employee shall ensure receipt of all required vendor licensing fees.

Hearings. The Employee shall review requests for hearings, arrange, and draft final decisions after all information is presented. The Employee shall answer all applicant inquiries related to license denials and processes for review.

File System. The Employee shall develop, implement, and monitor a licensing file system and database. All records shall be up-to-date and easily accessible for the Commission.

Tracking System. The Employee shall be responsible for establishing systems to monitor and track licensing approvals and denials, temporary and regular license requests, requests for hearings, and suspension or revocation of gaming licenses.

Monthly Progress Reports. The Employee shall be responsible for the preparation and presentation of monthly progress reports on licensing statistics to the Commission as required.

On-going Training. The Employee shall attend all seminars, conferences, classes, etc. as required by the Commission.

Confidentiality. The Employee shall adhere to strict confidentiality in all matters.

Minimum Qualifications

- High School Degree or its equivalent.
- At least one year experience in a gaming-related field.
- Submit background materials comparable to P.M.O. license background investigation.
- Display strong oral and written interpersonal skills.
- Display working knowledge of the IGRA, class III gaming compact, and applicable NIGC regulations.
- Preference given to enrolled members.

Submission of Application

All applications need to be submitted to the following address by _____
where selections by the Tribal Gaming Commission will occur.

