



Tule River Tribe Gaming Commission

TULE RIVER INDIAN RESERVATION

JOB POSTING

Opening Date: 03/25/2015

Closing Date: 04/24/2015

If you are interested in this position, please submit the following:

- Completed Application
- Bachelor's Degree
- Tribal Identification (*if applicable*)

All requested information must be in the Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Position Title: Background Investigations Manager

Department: Backgrounds Investigation

Work Schedule: Varies

Wage Rate: \$1,923.08 Bi-Weekly/ Non-Overtime Eligible

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



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TULE RIVER INDIAN RESERVATION

JOB DESCRIPTION

POSITION TITLE: Background Investigations Manager **WORKSITE:** Tule River Tribe Gaming Commission
681 S Reservation Road
Porterville, CA 93257

POSITION SUMMARY

This position is located in the Administrative Office of the Tule River Tribe Gaming Commission (TRTGC). The incumbent serves as a Background Investigations Manager. This position shall ensure all background policies and procedures are in compliance with the National Indian Gaming Regulatory Act, Tribal/State Compact, Gaming Ordinance, and Gaming Regulations of the Tule River Tribe. This position is responsible for managing and supervising the day-to-day operations of the Background Investigations Department. The preparation and proposal of the annual Background Investigations Department budget to the Executive Director is a requirement of this position.

The incumbent works under the supervision of the Executive Director, who provides administrative and policy directions in terms of broadly defined missions or functions of the organization. The incumbent works independently, plans, organizes, and carries out the work to be performed and has delegated responsibility to make decisions regarding staffing issues.

DUTIES AND RESPONSIBILITIES:

1. Manage and supervise the day-to-day operations of the Background Investigations Department.
2. Prepare, propose and manage the annual budget for the Background Investigations Department.
3. Prepare reports as needed or directed by the Executive Director.
4. Supervise staff and render appropriate disciplinary when deemed necessary.
5. Conduct performance evaluations and Personnel Action Notices (PANs) for Background Investigations Department employees as needed.
6. Maintain a strict confidential filing system.
7. Maintain the licensing process of licensees for the TRTGC via the fingerprinting and photographic identification process.
8. Conduct online data entry and retrieval for criminal and financial information relating to the applicants personal history.
9. Research background and financial information for accuracy and applicability to the employment position for which the applicant has applied.
10. Research criminal law violations and classify seriousness of the crime, such as a felony, misdemeanor, or infraction.
11. Provide written correspondence to the TRTGC as to the findings of the background process. Correspondence shall provide criminal violation, financial status, and indicate the applicant's eligibility status.
12. Maintain technical support relations with online criminal and financial database companies.

13. Follow up on investigations when the information is not complete or accurate.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Basic reading, writing, and arithmetic skills required.
2. Knowledge of investigative disciplines.
3. Strong interpersonal and communication skills.
4. Ability to analyze data and provide recommendations.
5. Ability to work independently or minimal supervision.
6. Visibility requires a professional appearance and providing a positive company image to the public.
7. Must be familiar with procedures and policies related to backgrounds and requirements by NIGC and Tribal/State Compact.
8. Knowledge of NIGC requirements and State requirements related to Native American Gaming.
9. Knowledge of Live-Scan applications and retrieval system.

QUALIFICATIONS:

1. Must have a Bachelors Degree related to criminology.
2. A minimum of 2 years of background investigative experience.
3. Must have a minimum of two years of management experience.
4. Must not have any misdemeanor convictions within in a five year period and No Felony convictions.
5. Must have basic computer skills and have knowledge of Microsoft Office (Word, Excel, and Outlook with an emphasis on Microsoft Word and Excel).
6. Ability to write reports and other documents with correct spelling, grammar and punctuation.
7. Must have good communication skills both verbally and in writing.
8. Must be cheerful, organized, and efficient and have the ability to work well with others for long periods of time in a restricted and confined area.
9. Must be dependable and able to work under pressure.
10. Must be trustworthy and maintain confidentiality.
11. Must be willing to travel and at times on short notice.
12. Must have and ability to maintain a valid California Driver's License and be insurable through the Tribe.
13. Must successfully complete a background investigation and pre-employment drug and alcohol test.

PHYSICAL REQUIRMENTS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Specific vision abilities required by this job include reading, distance, computer, and color vision. Acute hearing is required. Typically office work setting conditions. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 40 pounds, and occasionally must be able to lift up to 50 pounds. May be exposed to loud noises and smoke found in a casino type setting. This job may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

Position reports to: Executive Director

Salary Range: \$1,923.08 Bi-Weekly/Non-Overtime Eligible

Hours: Normally Monday – Friday 8am-4pm; longer hours, weekends, and travel may be required.

Benefits: Medical, Dental, Vision, Flexible Spending Plan, PTO & 401(K) plan.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT.