



MESCALERO APACHE TRIBE JOB ANNOUNCEMENT

Position Title: Background Investigator
Department: Mescalero Apache Tribal Gaming Commission
Employment Status: Non-Exempt **Grade:** NE7 **Starting pay:** \$16.39 per hour
Open date: 5/5/2024 **Closing date:** until filled

Job Summary

Processing employees for background investigations conducted on Primary Management Officials, Gaming, Non-Gaming Employees, and Gaming Vendors. Ensuring compliance with the National Indian Gaming Commission, the FBI Criminal Justice Information Services, Indian Gaming Regulatory Act, Mescalero Apache Tribal Gaming Ordinance, and the Tribal - State Compact. Maintains strict confidentiality with all information obtained from the applicant and from outside sources.

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.

Duties and Responsibilities

- Process both Gaming and Non-gaming applicants for license
- Process applications from Gaming Vendors
- Interview and assist applicant with paperwork
- Copy applications and other documents
- Transmit documents to appropriate Federal, State or Tribal Authorities
- Fingerprint applicants using electronic scanning device
- Request reports and background information using internet sources
- Review all background information received on applicants and create summary reports
- Generate correspondence and communicate with various government agencies
- Produce monthly statistical and administrative reports
- Provides information on department, policies, procedures and/or processes.
- Prepares correspondence, reports, forms, directories, and other documents and communications from drafts, recordings, or verbal instruction as requested.
- Establishes, maintains, and updates files, databases, records, and/or other documents; develops and maintains data, and performs routine analyses and calculations in the processing of data for recurring internal reports.
- Review, log, prioritize, and route correspondence.
- Enters information into database.
- Maintains and operates office machines, equipment, and computers.
- Maintain a variety of files and records of information.
- Gather, organize, and prepare information for routine reports.
- Researches information, compiles statistics, and gathers and computes various data; prepares special and/or one-time reports, summaries, or replies to inquiries, selecting relevant data from a variety of sources.
- Gathers and disseminates relevant information to employees and community members.
- Perform other duties as assigned.

Minimum Qualifications

- High School Diploma or GED.
- Associate's Degree preferred.
- Must be 21 years of age.
- Three years administrative support experience preferred.
- Computer and database skills required.
- Must successfully pass a pre-employment drug/alcohol screen.
- Must pass a background investigation and possess, or be able to attain, a Class III Gaming License that is current and in good standing.
- Must pass Criminal Justice Information Services (CJIS) Security Awareness training annually.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of computerized information systems.
- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to represent organization in a professional manner, building respect and confidence in the community.
- Ability to gather data, compile information, and prepare reports.
- Ability to create, compose, and edit written materials.
- Ability to maintain calendars and schedule appointments.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.

Physical Demands

While performing the duties of this job, the employee regularly is required to sit; use hands and fingers to handle, or feel; and talk and hear. The employee occasionally is required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

Work is performed in a secured office setting with a moderate noise level.