

Kickapoo Tribe of Oklahoma



NOTICE OF VACANCY

EMPLOYMENT: Licensing Investigator

DEPARTMENT: Gaming Commission

STATUS: 1 Full Time

DEADLINE: August 11, 2011

JOB DESCRIPTION

The Kickapoo Tribe of Oklahoma Gaming Commission is seeking one (1) Licensing Investigator. The Licensing Investigator will maintain and protect confidential background documentation, protect confidentiality within the gaming license records per the Privacy Act. The Licensing Investigator will also be responsible for ensuring compliance with all tribal, state/federal rules and regulations in regards to mandatory employee background investigations, extensive research and report writing and maintain employee database.

MINIMUM REQUIREMENTS:

- (1) **Education:** High School Diploma or GED Equivalent. 1-3 years of Gaming experience required.
- (2) **Skills:** Must possess the ability to work responsibly with effective communication skills both written and orally, must be able to sit in a sedentary position for extended period of time, and must have general computer knowledge. Must be able to work effectively with peers, staff members, and regulatory agency personnel as well as submit reports to the Kickapoo Gaming Commission.
- (3) **Requirements:** Must be able to obtain a Class III Gaming License. Previous gaming industry experience required. Must possess documents that establish both identity and Employment Eligibility and pass a drug screening test.

If you are interested in the positions listed above, please submit resume and/or application to:

Kickapoo Tribe of Oklahoma
Attn: Human Resource
P.O. Box 70
McLoud, OK 74851

or by fax: (405) 964-7046

Kickapoo Tribal Members and Indian preference in filling this vacancy is given to qualified candidates in accordance with Title 25, U.S. code Section 472 and 473. Kickapoo Tribe of Oklahoma is Equal Opportunity Employer.