**VACANCY ANNOUNCEMENT**

POSITION: Licensing Agent/Background Investigator  
PROGRAM: Gaming Commission - Concho, Oklahoma  
LOCATION: Concho, Oklahoma  
ISSUE DATE: January 30, 2020  
CLOSING DATE: Until Filled

GENERAL DESCRIPTION:
This position is under the direct supervision of the Employee Licensing Supervisor; incumbent will maintain a work station at the Gaming Commission Offices. Incumbent will perform a wide range of administrative functions. Provides general information concerning Class II and Class III gaming license processes, maintain and protect confidential background documentation. Protects confidentiality of all gaming licensing records as per the Privacy Act.

DESCRIPTION OF DUTIES:
- Maintain strict confidential filing system.
- Schedule appointments and produce appropriate correspondence.
- Performs investigative reports.
- Perform suitability determinations.
- Accept other duties as assigned.
- Duties are not limited to the above.

QUALIFICATIONS:
- High school diploma or GED certification required.
- Minimum of two years' clerical experience.
- Must be computer literate.
- Must have Valid Oklahoma State Driver’s License.
- Familiar with practices and procedures of the gaming industry.
- Ability to maintain a high level of confidentiality.
- Strong work ethic; available to work evenings and weekends.
- Must pass extensive background check.
- Must pass pre-hire drug screen
- Must have reliable transportation
- Cheyenne-Arapaho preference.
- Must be able to qualify for a gaming license
**SALARY:** Negotiable, depending on qualifications and experience.

**APPLICATION PROCEDURE:** Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma  
**Personnel Department**  
P.O. Box 167  
Concho, OK 73022  
Or e-mail: atisdale@cheyennandarapaho-nsn.gov  
Office (405) 422-7498  
Fax (405) 422-8222  
Toll Free 1 (800) 247-4612 ext. 27498

To view all our current vacancy announcements, please visit our website at:  
www.cheyenneandarapaho-nsn.gov