

Tribal Gaming Commission

5825 Highway 21; Atmore, Alabama 36502 • Telephone (251) 368-1811 • Facsimile (251) 446-9549

JOB ANNOUNCEMENT

POSITION: LICENSING AGENT (One (1) position)
DEPARTMENT: TRIBAL GAMING COMMISSION
REPORTS TO: LEAD LICENSING AGENT
STATUS: REGULAR FULL-TIME
ASSIGNED LOCATION: WIND CREEK WETUMPKA (2nd shift 11:00 am to 8:00 pm)
ADVERTISING: Tribal Wide & Public
OPENING DATE FOR APPLICATIONS: **Friday, April 19, 2024**
CLOSING DATE FOR APPLICATIONS: **Friday, May 3, 2024 at 5:00 P.M.**

LICENSING AGENT

The Tribal Gaming Commission (TGC) Licensing Agent is primarily responsible for inputting & maintaining licensing records & support documentation. This job description is not an all-inclusive list of the duties and responsibilities of this position. The Licensing Agent is expected to perform all duties and responsibilities necessary to meet the goals and objectives of this position.

SUPERVISORY CHAIN OF COMMAND

The Licensing Agent is supervised by the Lead Licensing Agent.

CLASSIFICATION

This is a non-exempt position.

DUTIES AND RESPONSIBILITIES

1. Greet vendors/visitors of the casino & direct them appropriately while ensuring the vendor entrance is covered at all times.
2. Gather, input, & update data collected from vendors & employees during the licensing process into various TGC databases.
3. Responsible for general office errands, filing, copying, scanning, and other office-related functions.
4. Identify confidential information and follow procedures for safeguarding such information.
5. Provide information or assistance as needed to casino HR personnel, vendors, and employees regarding licensing.
6. Maintain familiarization with TGC services in order to answer questions from the public and provide proper direction.
7. Input & submit background information on casino employees, vendor employees, and vendor companies.
8. Produce and/or process purchase requisitions, invoices, & receipts regarding various vendor types, employees, & pre-licensees.
9. Receive & safeguard fees collected from vendors, casino employees, & pre-licensees for appropriate processing. .
10. Create employee and vendor licensing reports as assigned for various purposes such as audits or TGC meetings.
11. Assist as needed in on-site routine employee licensing audits for compliance with NIGC & Tribal regulations.
12. Coordinate & offer assistance to other licensing positions/functions on projects as assigned.
13. Perform both new & renewal licensing functions as necessary to include reviewing applications for accuracy & completeness, fingerprinting, & effectively processing related paperwork & data.
14. Perform other duties as assigned by the appropriate person.

REQUIRED MINIMUM QUALIFICATIONS

1. Educational and verifiable full-time employment experience:
 - a. Accredited High-school diploma or GED required.
 - b. One (1) year verifiable employment experience in a confidential office/clerical setting required.
 - c. Must be capable of obtaining a notary commission.
2. *Skilled in the operation of standard office machinery such as calculator, copier, fax, and other similar equipment.
3. *Demonstrated efficiency in grammar, spelling, punctuation, and writing composition skills.
4. *Working knowledge of Microsoft software such as Word, Excel, etc.
5. *Able to effectively work & communicate both verbally and in writing with other staff members and general public.
6. Possess a high level of maturity and integrity with the ability to maintain confidentiality.
7. Enthusiastic & able to work odd & irregular hours at remote facilities in a smoke environment & sit/stand/walk for long periods.
8. Capable of establishing workload priorities, balancing diverse projects, & long-range planning.
9. Possess a valid state driver's license and successfully pass a stringent background investigation.
10. Travel and participate in training and networking events via air or ground vehicle as applicable or instructed.
11. Able to perform all duties and responsibilities of this position.

***Applicable knowledge, skills, computer, and abilities exams conducted to determine qualification.**

Salary Range - \$17.46 - \$26.20

PREFERENCE SHALL BE GIVEN ACCORDING TO THE TERO ORDINANCE OF THE POARCH BAND OF CREEK INDIANS. DFWP.

Every applicant must complete an application provided by the Tribal Gaming Commission Office or online at www.pci-tgc.org . Applications must be received at the address above prior to the closing date of applications. A resume will not be accepted in the place of an application. **Incomplete applications will not be considered for this position.**

Complaints about the recruitment or selection process for employment should be directed in writing to the office of the Administrator of the TGC.