

**MIAMI NATION
IN-HOUSE JOB ANNOUNCEMENT**

POSITION TITLE: LICENSING AGENT
CLASSIFICATION: NON-EXEMPT
STATUS: PART-TIME (29.0 Hours Per Week)

DATES OF POSTING PERIOD: AUGUST 9, 2018 – AUGUST 17, 2018

JOB SUMMARY: This position is under the direct supervision of the Miami Tribe of Oklahoma Gaming Commission. This position is responsible for processing and initial evaluation of applications for employee and vendor gaming licenses. This position also oversees AML testing. This position will also perform some filing duties with the accounting department. This position is located at the tribal complex at 3410 P NW.

MAJOR JOB FUNCTIONS - GAMING COMMISSION:

- Hold a valid employee gaming license
- Maintains all files pertaining to gaming licenses for both employees and vendors
- Intake gaming license applications and review to ensure info is complete
- Schedule appointment with applicants to run electronic fingerprints
- Administer initial AML Test to applicants
- Conduct full background investigations and report results to Gaming Commission
- Submit license approvals to NIGC
- Create Gaming IDs and Licenses
- Log and track license names and dates issued
- Ensure license renewals are performed timely
- Conduct AML training twice a year and maintain AML records
- Respond to licensing inquiries from employees and vendors
- Communicate with the NIGC and/or state as needed related to licensing

OTHER JOB FUNCTIONS:

- Data entry as required
- Assist the Gaming Commission with travel arrangements
- Attend Gaming Licensing training as necessary
- Typing, filing and preparing correspondence as required
- Provides clerical and filing assistance to the Accounting Department as scheduled
- Other duties as assigned

This position includes, but is not limited to the job functions listed above.

MINIMUM QUALIFICATIONS:

- High school graduate or equivalent
- Must be able to successfully pass a federal background check
- Knowledgeable or willing to quickly obtain knowledge of applicable tribal, state and federal regulations regarding gaming licensing
- Must be able to be commissioned and bonded as a Notary Public
- Must possess a high integrity regarding confidential and sensitive information
- Must have the ability to work in a fast paced environment, with frequent interruptions, multi-task and meet deadlines
- Excellent communication skills, both written and oral
- Must be detail oriented and keep mistakes at a minimum
- Must be able to travel for trainings/meetings as necessary
- May be required to work beyond normal working hours
- Knowledge of general office practices and procedures

- Knowledge of the operation of office machines, such as facsimile, copier, etc.
- Computer literate, specifically with Microsoft Office
- Be dependable with the ability to work flexible schedule for employee licensing
- Possess a driver's license and be insurable
- Be drug free and successfully pass pre-employment and random drug screenings throughout employment

DRUG FREE WORKPLACE POLICY: Individual selected shall agree and abide by the Drug Free Workplace Act of 1988 and consent to drug screening prior to employment.

Preference in filling this position will be given to qualified Indian applicants in accordance with the policies of the Miami Tribe of Oklahoma and the Indian Preference Act.