SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT
P.O. Box 0
San Carlos, Arizona 85550
(928) 475-1760 ❖ Fax (928) 475-2296

Terry Rambler
Tribal Chairman

Tao Etpison
Tribal Vice-Chairman

JOB VACANCY

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#22-192	September 26, 2022	September 30, 2022

POSITION TITLE AND DEPARTMENT	SALARY
Vendor Investigator Tribal Gaming Commission	DOE

APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE
(Applications must be received in the Human Resources Office by close of business on the closing date)

CONDITIONS OF EMPLOYMENT:

- **In accordance with the San Carlos Apache Tribe Resolution No. AU-21-121, all potential employees must show proof of COVID-19 vaccination for it is mandatory for all Tribal employees to have the vaccine as a condition of employment. All employees who opt-out or otherwise have no proof of vaccination shall be subject to bi-weekly testing for COVID-19 (must provide letter or doctor's excuse when applying to opt-out of receiving vaccination).**
- Regular Full Time position. (non-exempt)
- Applicant must have a valid driver's license.
- Applicant must be twenty-one (21) years of age or older.
- Applicant must apply for recommendation/certification from the Arizona Department of Gaming as well as a San Carlos Apache Tribal Gaming License upon employment.
- Applicant will be subject to and must pass a background investigation with a favorable determination. The results of a background check shall only be used for the purpose of determining an individual's suitability for employment. Applicants who provide false or misleading information in their application or authorization may be eliminated from any further consideration. ***Note: Applicants must meet this requirement by completing Item No. 15., on the Application for Employment.***
- In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

DUTIES AND RESPONSIBILITIES:

As a Vendor Investigator under the supervision of the Executive Director, the Vendor Investigator reviews casino monthly financial registers to observe vendor payments, reviews casino vendor folders as required for possible violations or requirement to become licensed with the Tribe and/or certificated with the Arizona Department of Gaming. Ensure investigative compliance as necessary. Work directly with the Arizona Department of Gaming with vendor reviews. Conducts background investigations on business and principals, obtains fingerprints and criminal history reports, along with credit history and financial statements, verify correct information, addresses, phone numbers, interview references and conduct personal interviews. The Vendor Investigator issues temporary and permanent vendor licenses. Keep track of vendor annual renewal information, fees and updates. Develops and maintains a working relationship with vendors, Arizona Department of Gaming, National Indian Gaming Commission, and other Tribal Gaming Offices. Issue a report of findings and recommendation for issuance or denial of permanent license. The Vendor Investigator reports for reasons of denials, citing areas of the act, Compact, Gaming Ordinance and Commission Rules and Regulations. Create and maintain files on all vendors, maintain

records to determine license numbers, State certification numbers and expiration dates. The Vendor Investigator oversees the processing of an application for a Tribal Business License. The Vendor Investigator will receive, organize and analyze the data received with what is required for licensing and assigns applicable fees. Trade checks are reviewed from TRW, Dunn &Bradstreet or various agencies. The Vendor Investigator completes personal background checks and personal references to ensure integrity of Indian Gaming. Will perform other duties as assigned by the Tribal Gaming Commission and the Executive Director.

QUALIFICATION REQUIREMENTS:

High School Graduation or Equivalent. High school graduation or equivalent means the applicant has received a high school diploma, General Education Development (GED) equivalency certificate or proficiency certificate from a State or territorial-level Board of Department of Education.

In addition to meeting the basic requirements above, candidates must have had two (2) years of specialized experience.

Specialized experience is experience in gaming regulatory, investigative, law enforcement, and gaming operations or a job related field which demonstrates the knowledge, skill and abilities to perform the duties of the position. ***Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities".***

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Knowledge of San Carlos Apache Tribal Gaming Commission policies, procedures, and controls.
2. Knowledge of financial control procedures and/or gaming control procedures.
3. Knowledge of all applicable Federal, State, and Tribal laws, rules, and regulations as set forth in the Indian Gaming Regulatory Act.
4. Knowledge of general accounting practices and procedures.
5. Knowledge of computer programs utilized in accounting, database, word processing, and spreadsheets.
6. Ability to communicate effectively to prepare reports both orally and in writing.
7. Ability to establish and maintain an effective working relationship with casino management, tribal council, the Arizona Department of Gaming and tribal gaming staff and commissioners.

OTHER IMPORTANT INFORMATION:

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

- All material submitted for consideration under this announcement becomes the property of Human Resources Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.

- Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.

- INDIAN PREFERENCE: It is the goal of the San Carlos Apache Tribe to employ as many tribal members as possible in tribal positions. Therefore, all other qualifications being equal, tribal members will receive hiring preference over other Indian Preference eligible and non-Indian Preference eligible. Preference for employment will be granted to qualified individuals, in the following order:

  1. Enrolled member of the San Carlos Apache Tribe with Veteran's Preference
  2. Enrolled member of the San Carlos Apache Tribe
  3. Native American spouse of an enrolled tribal member or Native American parent of enrolled tribal member
  4. Other Native American
  5. Non-Indian spouse or Non-Indian parent of enrolled tribal member
  6. Non-Indian

  It is also the goal of the San Carlos Apache Tribe to provide the best services possible to tribal members. In furthering the Tribe's efforts to insure retention of tribal members and to provide job opportunities to tribal members, non-tribal member employees upon hiring shall, as part of the hiring agreement, agree to provide training and development to tribal members to allow them to become qualified for jobs which non-tribal member employees hold. The Indian Preference policy applies to hiring, placement, and promotion, transfer or lay off, treatment during employment, and selection for training.

- VETERANS PREFERENCE AND INDIAN PREFERENCE: Preference in filling vacancies may be given to honorably discharged veterans who are enrolled members of the San Carlos Apache Tribe.

- EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

HUMAN RESOURCES OFFICE CLEARANCE:

/s/Timecah Cosen	***September 26, 2022***
Human Resource Assistant	Date