



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 01/11/2019	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: VENDOR LICENSING AGENT			
Pay Grade SG 9	Salary Range \$28,308-36,940	Classification Full Time	
Department: OPG EXECUTIVE DIRECTOR	Location: Tulsa	Location Code: 33A	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	The Purpose of this position is to conduct investigations to determine the eligibility of a vendor applicant to obtain a Muscogee (Creek) Nation Gaming License and to provide a high-level of administrative support by conducting research, handling information requests, and performing clerical functions such as preparing correspondence to vendors.
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> • Communicate effectively and courteously with all applicants/licensees and the general public • Examine all vendor gaming license applications for completeness • Responsible for conducting background investigations on gaming, gaming related vendors and their employees • Prepare timely, detailed, clear, and concise suitability reports and makes licensing recommendations on each applicant/licensee • Responsible for all correspondence to vendors regarding vendor licensing information including request for payment to process • Follow-up with applicants/licensees to obtain all necessary information within specified timeframes to ensure compliance with all regulations pertaining to licensing • Maintain licensing database. • Printing licenses and badges as required. • Conduct gaming license verifications • Responsible for carrying out the duties and responsibilities as assigned by the Licensing Supervisor.
Minimum Requirements:	<ol style="list-style-type: none"> 1. Associates degree 2. Minimum six months experience working in area of criminal or background investigation. 3. Minimum six months gaming experience. 4. Knowledge of NIGC regulations, State/Tribal compact and Muscogee (Creek) Nation Tribal gaming laws. 5. Experience may be substituted for education requirements.
Preferred Requirements:	<ol style="list-style-type: none"> 1. Bachelor's degree in Criminology/Sociology 2. Minimum one year experience working in area of criminal or background investigation. 3. Two years gaming experience.



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	4. Extensive knowledge of NIGC Licensing regulations.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	Muscogee (Creek) Nation Gaming License

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

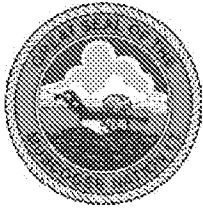
While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: Up to 50 lbs. Up to 100 lbs. Over 100 lbs.
 Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.
While performing the duties of this Job, the employee is regularly exposed:
 Fumes or airborne particles Outside weather conditions Toxic or caustic chemicals
 Risk of electrical shock Vibration Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.



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Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.