
Karuk Community Health Clinic

64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic

64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Vacancy Announcement

Title: Background Investigator I

Reports To: Compliance Director

Location: Yreka, CA

Home/Assignment

Station: Yreka, CA

Salary: \$20.87-\$31.31per hour/DOE

Classification: Full Time, Regular, Non-Exempt, Non-Entry Level

Summary: The Compliance Department's Background Investigator I (BGI) is responsible for performing in-depth background checks for all casino licensees as well as the intake, report development and tacking of all potential Karuk Tribe Gaming Commission (KTGC) licensees. Responsible for performing in depth background checks for all required gaming, non-gaming and lease tenant applications. Will be responsible for following all Tribal, Federal and State backgrounding processes and requirements. Will assist the Compliance team on other compliance matters as defined by the Karuk Gaming Ordinance, Indian Gaming Regulatory Act (IGRA) Tribal-State Compact, Karuk Tribe Gaming Commission Rules, Regulations as well as Compliance department policy & procedures.

Application Deadline: Open Until Filled

Applications are available at all Tribal Offices or on the Internet at www.karuk.us. The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888,

Email: humanresources@karuk.us

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Responsibilities:

1. Adheres to all governing documents, laws and ordinances including but not limited to IGRA, Karuk Tribal-State Compact, Karuk Tribal Gaming Ordinance, Karuk Gaming Commission Rules and Regulations, Internal Controls and other applicable laws and regulations that govern Indian gaming.
2. Must be able to comply with the KTGC code of ethics.
3. Must be able to perform in depth background investigations of all potential licensees of the KTGC in accordance with all licensing regulations and processes.
4. Creates detailed reports on all potential licensees of the KTGC to be found suitable or unsuitable for a Class A or Class B license.
5. Creates detailed reports for all potential gaming and non-gaming vendors and gaming resource suppliers of the KTGC to be found suitable or unsuitable for a certificate (license).
6. Ensures that all fingerprint processes are being followed in accordance with all fingerprint policies of the KTGC

7. Compiles information for the gaming license background investigation for recommendation to the Karuk Gaming Commission.
8. Assists in organizing and coordinating the gaming license files and responses. Ensures completeness.
9. Assists in conducting the annual Facility License Inspection (audit), including processing the Facility License application as well as aiding the Compliance team when requested.
10. Track all conditional licensees and report to the Compliance Director all findings and update accordingly.
11. Submits and presents to the Compliance Director and the Karuk Gaming Commission all licensing findings along with appropriate recommendations.
12. When required, this position will assist with inspections for all gaming and non-gaming departments as direct
13. Assists with all monitoring programs created and approved by the Compliance Director.
14. Collects information from inspections, monitoring as well as compliance investigations. Compile this information into reports for review by the Gaming Compliance Director and Gaming Commission
15. Assists with investigations as directed by the Compliance Director.
16. Promotes and maintains positive staff relations both internally and externally.
17. Reports all incidents that may be infractions of the governing documents to the Gaming Compliance Director.
18. Abides by KTGC and Karuk Tribe confidentiality and personnel policies.
19. Must be capable of communicating effectively both orally and in writing.
20. Responsible for assisting the Gaming Compliance Director in the overall direction, coordination, and implementation of the department's responsibilities per the governing documents.
21. Must be knowledgeable of and able to successfully navigate the Compliance department's digital licensing software.
22. Maintains an organized inventory of the gaming machine software storage physically and electronically.
23. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Has the ability to work effectively with Native American people in culturally diverse environments.
2. Has the ability to manage time well and work under stressful conditions with an even temperament.

3. Has the ability to work with multiple computer software systems.
4. Has the ability to establish and maintain harmonious working relationships with other employees and the public.
5. Strives to be “solution-focused” and presents challenges with recommendations for solutions that best meet the needs of the Karuk Tribe.
6. Has the ability to understand and follow oral and written instructions.
7. Establishes and maintains an effective working relationship with the public, outside agencies, both public and private.

Requirements:

1. Must be at least 21 years of age.
2. High School Diploma or Graduate Equivalency Degree (G.E.D). and a minimum of two (2) years of prior casino experience; or equivalent combination of education with casino experience.
3. Must be able to communicate effectively, orally and in writing.
4. Must be able to analyze and interpret court records, police reports, credit reports and other reports necessary to perform complete background checks.
5. Must have strong computer skills including ability to use Microsoft Office programs as well as windows-based software.
6. Must become able to become a superuser for all licensing software used by the Compliance department.
7. Must be able to become fluent in all software applications used by the Compliance department to properly perform background checks.
8. Must have working knowledge of National Indian Gaming Commission (NIGC) regulations, California Tribal-State Compacts, and Gaming Ordinances.
9. Will be required to become Criminal Information Justice Service (CJIS) certified; multiple levels of certification may be required.
10. Must have working knowledge of Class II and III casino games.
11. Must possess reasonable ability to communicate in English.
12. Highly self-motivated and directed.
13. Must have a high attention to detail.
14. Proven analytical and problem-solving abilities.
15. Ability to effectively prioritize and execute tasks in a high-pressure environment.
16. Ability to maintain visual attention and mental concentration for significant periods of time.

17. Must possess and maintain a valid state driver's license and be insurable by the Karuk Tribe's insurance carrier.
18. Willing to travel and participate in training as required.
19. Must be able to qualify for a Tribal Gaming License (or the ability to obtain and maintain a license) as a requirement for this position.
20. Must abide by the Commission's confidentiality policy.
21. Must be willing to work weekends, holidays and nights; must be willing to be on call.
22. Must successfully pass a drug screening test and criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: it shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Committee Approved: July 24, 2024

Employee's Signature: _____