



*Human Resource Department
PO Box 538
Fort Washakie, WY 82514
Phone: (307) 332-2005
Fax: (307) 332-9883*

NOTICE OF EMPLOYMENT

POSITION: Licensing Agent
DEPARTMENT: Gaming Agency
SUPERVISION: Gaming Commission
SALARY: Depending on Experience
STATUS: Permanent Full-Time
OPENING DATE: August 14th, 2025 **CLOSING DATE:** Open until Filled

POSITION SUMMARY:

Maintains the integrity of the Tribal Gaming Operation, the employees, and vendors chosen to meet the casino staffing and gaming supply needs. This position will perform background investigations for licensing of all casino employees and vendors. This will include financial and credit checks, criminal checks, civil checks, employment verification, education verification, military records checks, and personal reference checks. Prepares written suitability reports, license denials, revocations, suspensions, and specific license requirements or conditions.

Supervisions Received:

Day to day supervision is provided by the Gaming Commissioners.

Supervision Provided:

Position will not be supervisory

DUTIES AND RESPONSIBILITIES

Provides the performance of background investigations on applications applying for licensing with the Casino and Hotel.

This will include fingerprinting, financial and credit checks, criminal checks, civil checks, employment verification, education verification, military records checks, personal reference checks and pre-employment drug screening.

When necessary, will network with other tribal government and law enforcement agencies and NIGC; and testifies and/or presents evidence at hearings regarding licensing sanctions imposed by the Tribal Gaming Commission.

Maintains knowledge of current laws pertaining to regulatory issues surrounding Indian Gaming, Fair Credit Act, and American with Disabilities Act, Tribal, State and Federal Laws and Drug Testing Policies and Procedures.

Prepares written reports regarding suitability, license denials, revocations, suspensions, and specific license requirements or conditions and submits to the Gaming Commission and NIGC within the deadline requirements.

Maintains records/files on applicants, and statistical records of all licensing activities in accordance with NIGC, MICS, Gaming Ordinance, Tribal Regulations, Privacy Act, CFT, and other policies and procedures as applicable.

In accordance with the Tribal Ordinance, Tribal/State Compact and/or Tribal Gaming Regulations, MIGC MICS or any other applicable laws or regulations, policies or procedures; the successful applicant will provide information of licensing requirements to vendors intending on doing business with the Casino and/or Gaming Commission.

Issues and receives vendor and principal licensing applications and fees and will assist with suitability background investigations on businesses and their principals and provides results and makes licensing recommendations to Gaming Commission based on findings.

In order to determine licensing suitability for employment purposes and/or gaming vendor privileges, may be required to perform manual searches of court records.

Required to maintain a working relationship between the Gaming Agency and the NIGC.

Will be required to process all licenses/badges as needed for any licensed employee and or/vendor for the Shoshone Rose Casino and/or Gaming Commission; and will be required to ensure that all supplies and equipment necessary for this process are continually maintained and in stock for immediate use.

On and ongoing basis will be responsible for creating all forms and documents as assigned or as required.

Will continually maintain an inventory control list and order associated supplies/equipment as needed or approved.

Will be required to meet with applicants to ensure the gaming background applications are completed correctly and will ascertain information from applicants as needed and notify them of documents missing from the application.

Will be required to meet with the Commission to make presentations of new applications or vendor applications.

Will be required to work with the Casino employees and vendors on an ongoing and as needed basis to request information, provide follow up, issue licenses, provide renewal information etc.

Will be required to assist with training efforts, instruction, create curriculum, attend mandatory classes, assist with other duties as assigned by the Gaming Commission.

QUALIFICATIONS:

Must possess good communication and the ability to speak effectively before large groups, demonstrate leadership, and investigative skills with the ability to identify and resolve problems as they arise, handling critical situations in an expedient and effective time and manner.

Must have the ability to read and interpret documents such as laws, regulations, safety rules, credit reports, criminal records, operating and procedural manuals with the ability to write routine reports and correspondence.

Must have good computer skills and be able to work in a fast-paced environment.

For purposes of call in and subordinate contact, must always maintain a working telephone throughout employment.

Must be able to pass extensive background check to obtain a gaming license and be able to maintain gambling license for the duration of employment.

Must be able to pass alcohol and drug pre-employment test and be able to continually pass random drug tests.

One (1) year of college or college equivalent courses or at least one (1) year experience with law enforcement or regulatory agency doing background investigations. Additional year's investigation experience may substitute for college.

Must be able to travel frequently to attend conferences and/or required training.

Must have a valid driver's license

Ethical Requirements:

Must be honest and dependable, always demonstrate respect and strong work ethic at all times.

When dealing with confidential material must abide by Privacy Act, all rules, regulations, applicable laws, policies and procedures.

Must display commitment, loyalty, and dedication at all times and act as a role model for co-workers and Casino employees.

Maintain a high level of confidentiality.

Physical Demands:

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required; close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Employee must have good use of hands, fingers, arms, feet, and legs in order to carry out some of the duties associated with this position.

Employees must be able to speak, hear, and see adequately to effectively and efficiently carry out some of the duties and responsibilities associated with the position.

May be required to work overtime and is subject to call in, which may cause the employee to be required to drive at night or work in inclement weather conditions.

APPLICATION REQUIREMENTS:

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
- Applicants that state “See Resume” for employment history must have the following information listed on the resume:
 - Dates of previous employment
 - Reason for leaving previous employment
 - Hourly rate of previous employment.
- Applications are available online at easternshoshone.org and can be sent via email to lmorgan@easternshoshone.org until 4:45 PM on the closing date.
 - **Supporting documents:** Driver’s License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.

- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.