

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

VACANCY ANNOUNCEMENT

POSITION: Licensing Agent & Background Investigator

DEPARTMENT: Gaming Commission

STATUS: Full Time, Permanent

LOCATION: Concho, Oklahoma

ISSUE DATE: August 6, 2026

OPEN UNTIL FILLED

GENERAL DESCRIPTION:

This position is under the direct supervision of the Licensing Manager/Licensing Supervisor; incumbent will maintain a workstation at the Gaming Commission Offices. Incumbent will perform a wide range of administrative functions. Provides general information concerning Class II and Class III gaming license processes, maintain and protect confidential background documentation. Protects confidentiality of all gaming licensing records as per the Privacy Act.

DESCRIPTION OF DUTIES:

- Learn and remains current with all gaming regulations, revised statutes and internal directives as applied to the investigative process.
- Determine whether a position should be designated as a key, primary management or permit status.
- Develop and maintain general written policy and procedures regarding background checks that comply with governing laws and regulations.
- Designate the following roles with its corresponding responsibilities: Fingerprinting, answering phone calls, answering emails, schedule appointments, entering background data.
- Explain to the applicant their Rights to the fingerprint report; provide a copy of the Noncriminal Justice Applicant's Rights and Privacy Act Statement.
- Work with the applicant to resolve issues related to the background check and establish timelines for the applicant to submit required court documents.
- Collects and analyzes information and identifies information which reflects (positively or negatively) upon an applicant's suitability.
- Correspond with casino Human Resource departments/Vendor Compliance departments pertaining to current or potential employee's status.
- Examines and evaluates business financial records (i.e. credit reports).
- Accept other duties as assigned.
- Duties are not limited to the above.

QUALIFICATIONS:

- High school diploma or GED certification required.
- Minimum of two years' clerical experience.

- Must be computer literate.
- Must have Valid Oklahoma State Driver's License.
- Familiar with practices and procedures of the gaming industry.
- Ability to maintain a high level of confidentiality.
- Strong work ethic; available to work evenings and weekends.
- Must pass extensive background check.
- Must pass pre-hire drug screen
- Must have reliable transportation
- Cheyenne-Arapaho preference.
- Must be able to qualify for a gaming license

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandapaho-nsn.gov