



Kiowa Tribal Gaming Commission

Vacancy Announcement

Position Title: Support Services Technician/License Investigator/LASO

Duty Location: Kiowa Tribal Gaming Commission Office – Lawton, OK

Opens: 05/31/2024 **Closes:** 06/14/2024

Job Summary: Responsible for providing technical support to supply related functions such as requisitioning, receiving, storage, and inventory control in addition to serving as a licensing investigator. Also serves as the primary liaison between the commission office and NIGC. Responsible for coordinating tribal compliance with all federal and state laws and regulations pertaining to the access, use, handling, dissemination, and destruction of CJI and CHRI. The Support Services Technician/License Investigator/LASO shall report to the Executive Director or designee.

Qualifications:

- At a minimum must have a high school diploma and preferably have an Associate Degree in Accounting, Finance, or related field.
- At least 5 years prior experience in required or combination of education and experience.
- Ability to pass a FBI background check and be licensed by the Kiowa Tribal Gaming Commission.
- Must sign a confidentiality statement due to the sensitive nature of information obtained by the KGC.
- Possess a valid driver's license and be insurable.
- Tribal or Native American Preference.

Summary of Duties and Responsibilities but not limited to the following:

- Responsible for providing support services for property management, inventory control, accountability, excess and surplus property disposal, moving and storage, motor vehicle management, and serves as the primary receiving agent.
- Ensures that property is properly marked and recorded prior to distribution.
- Completes an annual physical inventory and maintains control of the individual inventories to ensure it is completed in a timely manner.
- Responsible for the monthly motor vehicle log, inspection, cleaning, repairs and maintenance.
- Operates motor vehicle for pick-up and delivery of equipment and supplies to KGC office and storage areas.
- Prepares and processes reports for all incoming orders, verifies for completeness for correct items, cost, discrepancies, damages, shortages, and overages.
- Processes receiving reports within 24 hours after receipt of order to avoid penalty charges for late submission and forward receiving reports and all related documents to Finance for payment.
- Serves as the IT for the KGC personnel.
- Serves as a background investigator and shall assist in background investigations and processing as directed by the Executive Director.
- Functions as the primary liaison with NIGC for all communication regarding audits, training, and security.
- First point of contact for NIGC in the event of an allegation of criminal history misuse or a security issue involving the criminal history check process.
- Serve as the information resource for TGRA.
- Other duties as assigned.

Interested candidates may submit resumes to:

Kiowa Tribal Gaming Commission
808 W Gore Blvd
Lawton OK 73501
Email: mgolightly@kiowagc.com
Fax: (580) 699-2829