



Kiowa Tribal Gaming Commission

Vacancy Announcement

Position Title: Vendor Background Investigator

Duty Location: Lawton, OK

Opens: 08/20/2026 **Closes:** 08/28/2026

Position Summary

Responsible for conducting confidential background investigations and processing vendor licenses in accordance with the Kiowa Tribal Gaming Commission (KGC), Tribal-State Compact, National Indian Gaming Commission (NIGC), and other applicable federal, state, and tribal licensing requirements. The Vendor Background Investigator reports directly to the Executive Director and is responsible for ensuring vendor licensing files are complete, accurate, current, and properly documented for review by the Executive Director and Gaming Commission.

Essential Duties and Responsibilities

- Conduct confidential background investigations of casino vendors, vendor applicants, company owners, principals, key persons, and other individuals subject to licensing.
- Review new vendor applications, renewals, amendments, and related licensing submissions for completeness and compliance with KGC requirements.
- Verify ownership, corporate structure, business registrations, licensing information, required disclosures, and other documentation submitted by applicants.
- Identify fraudulent, altered, incomplete, or inconsistent documents and conduct appropriate follow-up.
- Obtain and process fingerprints and other required identification information and submit documentation to NIGC and/or other authorized agencies in accordance with applicable requirements.
- Conduct interviews with applicants and other relevant individuals when questionable, incomplete, or conflicting information is identified.
- Compile, verify, and analyze information relevant to an applicant's licensing suitability.
- Conduct follow-up investigations when discrepancies, omissions, conflicts of interest, or other concerns are identified.
- Assess information from appropriate databases, public records, regulatory systems, and other authorized information sources to identify inconsistencies involving criminal history, financial information, business ownership, licensing history, or other relevant matters.
- Prepare written investigative reports and licensing recommendations for review by the Executive Director and/or Gaming Commission.
- Maintain complete and accurate background investigation and licensing files for audit, regulatory review, and recordkeeping purposes.
- Maintain current vendor licensing logs and databases, including pending, active, expired, suspended, denied, and revoked licenses.

- Monitor vendor license expiration dates and follow up on required renewals and outstanding documentation.
- Communicate with vendors regarding application requirements, missing documentation, licensing status, renewals, and compliance matters.
- Coordinate with casino management, NIGC, tribal departments, TERO, state regulatory agencies, legal counsel, and other appropriate entities as necessary.
- Safeguard confidential and sensitive information, including criminal history, financial information, fingerprints, personally identifiable information, and proprietary business information.
- Ensure investigative and licensing information is released only to authorized individuals or entities.
- Maintain working knowledge of the Kiowa Tribal Gaming Ordinance, KGC regulations, policies and procedures, Tribal-State Compact, applicable NIGC requirements, and other applicable federal, state, and tribal laws and regulations.
- Monitor changes in applicable gaming and licensing requirements and assist with implementing necessary regulatory or procedural changes.
- Travel as required to perform assigned duties.
- Perform other duties as assigned by the Executive Director.

Knowledge, Skills, and Abilities

- Excellent written, oral, interpersonal, and computer skills with the ability to communicate effectively with applicants, casino personnel, coworkers, regulatory agencies, and other stakeholders.
- Ability to collect, organize, verify, analyze, and summarize confidential investigative information.
- Strong attention to detail and ability to identify discrepancies, omissions, inconsistencies, and potential misrepresentations.
- Ability to manage multiple licensing matters simultaneously while meeting established deadlines.
- Ability to exercise sound judgment, maintain objectivity, and handle sensitive information with discretion.
- Ability to work independently while following established policies, procedures, and direction from the Executive Director.
- Working knowledge of tribal gaming regulations, the Kiowa Tribal Gaming Ordinance, Tribal-State Compact, NIGC requirements, and applicable licensing requirements.
- Ability to establish and maintain professional working relationships with vendors, casino personnel, tribal departments, regulatory agencies, and law enforcement or investigative agencies.
- Ability to prepare clear, accurate, and professional reports and licensing documentation.

Qualifications

- High school diploma or equivalent required.
- At least two (2) years of prior investigative experience in gaming, regulatory compliance, law enforcement, licensing, or a related field required.

- Previous experience in tribal gaming regulation, vendor licensing, background investigations, auditing, or regulatory work preferred.
- Knowledge of tribal gaming operations and NIGC regulatory requirements preferred.
- Must successfully pass an FBI background check and licensing requirements established by the KGC and applicable regulatory authorities.
- Must be eligible to obtain and maintain a gaming license issued by the Kiowa Tribal Gaming Commission.
- Must sign and comply with a confidentiality agreement due to the sensitive nature of information obtained and maintained by the KGC.
- Must possess a valid driver's license.
- Must be willing and able to travel as required.
- Tribal or Native American Preference.

Conditions of Employment

Employment is contingent upon the applicant's ability to successfully obtain and maintain a gaming license from the Kiowa Tribal Gaming Commission and satisfy all applicable background investigation, confidentiality, and regulatory requirements.

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