



**San Pasqual Band of Mission Indians  
Job Vacancy**

<b>Position Title: Administrative Associate</b>	<b>Posting Date: June 9, 2026</b>
<b>Position Reports to: Director of Licensing</b>	<b>Employment: Non-Exempt/Full Time</b>
<b>Department: Gaming Commission</b>	<b>Internal Closing Date: June 16, 2026</b>

**Position Summary**

Under the direction of the Director of Licensing or as delegated to the Licensing Manager, the Administrative Associate assists with the day-to-day clerical functions of the Licensing Department, and assists with the intake and the licensing of employees.

**Duties and Responsibilities**

- Greets all visitors, employees, applicants and vendors in a professional, friendly, courteous, and welcoming manner
- Provides initial intake of licensing applicants and renewals
- Responsible for mail compiling, collecting, sorting, and delivery
- Collects and enters data in various gaming databases as instructed
- Copies, scans, and files information
- Assist with applicant processing functions, including fingerprinting, photo capture, visitor access, and coordination of applicant flow
- Screen and route incoming calls, respond to general inquiries, and provide information or assistance in a professional and timely manner
- Provides a high degree of accuracy and thoroughness of the Licensing Department process and records
- Maintains confidential information and conducts all responsibilities in a professional and ethical manner
- Ensures the security and privacy of Criminal History Record Information (CHRI) as required by the National Indian Gaming Commission (NIGC) MOU
- Adheres to all Gaming Commission policies and procedures
- Support department workflow by prioritizing tasks, meeting deadlines, and maintaining professionalism in a fast-paced environment
- Provides assistance to Investigators, as needed
- Special projects as assigned
- Other duties as assigned

*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities for this position at any time.*

**Qualifications & Skills:**

**Required Education/Certifications:**

- High school diploma or General Education Degree (GED)
- Bilingual and fluent in both English and Spanish
- Must be at least 21 years of age

- Valid California Driver’s License with an acceptable driving record and insurability
- Ability to pass a pre-employment drug screening and participate in random drug testing thereafter
- Minimum of three (3) years of gaming industry experience (Gaming Commission experience preferred)
- Ability to obtain and maintain a Key Gaming License
- Ability to pass the CHRI Security Awareness Examination annually
- Knowledge of licensing and regulatory requirements/processes
- Proficiency in the Pryme system (or ability to quickly become proficient)

**Experience/Ability:**

- Experience conducting preliminary application reviews
- Ability to identify incomplete or inconsistent documentation
- Experience maintaining audit-ready records
- Ability to interpret and follow policies, procedures, and regulations
- Proficient computer skills including word processing, spreadsheet and database programs
- Organizational, prioritizing, filing and record keeping skills
- Ability to read, understand, and follow written and verbal instructions
- Ability to respond to common inquiries
- Ability to present information effectively in one-on-one and small group settings
- Ability to multitask while managing visitors, phone calls, and administrative duties
- Ability to perform effectively under constant time pressures and deadlines
- Ability to remain professional and composed when handling difficult situations
- Strong attention to detail and accuracy
- Excellent oral and written communication skills
- Ability to effectively manage multiple tasks and priorities in a fast-paced environment
- Must have a positive, professional, and outgoing personality
- Ability to work collaboratively and maintain positive working relationships with the licensing team

Individuals interested in being considered for this position should email their resume to [hr@sanpasqualtribe.org](mailto:hr@sanpasqualtribe.org), apply online at <https://www.paycomonline.net/v4/ats/web.php/portal/B8DA13884CDB5C1B3AA4580D7D4DD0B1/jobs/266255?jpt=fe23e4658f74b1d00f8051bdd9ce7eb0> or submit their application in person or by mail to 16400 Kumeyaay Way, Valley Center, CA 92082.

In accordance with the Policies and Procedures, San Pasqual Band of Mission Indians will at all times and for all positions gives hiring, transfers and promotional preferences to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Members. 2. First generation Lineal Descendant or the legal spouse of an enrolled Tribal Member who contributes to the household 3. San Pasqual Band of Mission Indians Lineal descendants. 4. Other American Indians. 5. All Others.

Created:

Revised: 6/9/2026