San Pasqual Band of Mission Indians
Job Vacancy

Position Title: Investigator I	**Posting Date: August 6, 2026**
Position Reports to: Director of Licensing	**Employment: Non-Exempt/Full Time**
Department: Gaming Commission	**Internal Closing Date: August 12, 2026**

Position Summary

Under the direction of Director of Licensing or as delegated to the Licensing Manager, the Investigator I is responsible for processing and verifying all necessary information and documentation related to the investigative and licensing process of new applicants and current employees of the Gaming Operation (Valley View Casino & Hotel). The Investigator I supports the mission of the Gaming Commission by enforcing and ensuring compliance with all applicable laws, Tribal- State Compact, regulations, ordinances, charter, internal controls, policies, and procedures in order to maintain honesty, integrity, fairness, and security of the Gaming Operation (Valley View Casino & Hotel).

Principal Duties and Responsibilities

- Conducts employee licensing and background investigations on behalf of the Gaming Commission in accordance with the Tribe's Gaming Ordinance, the Indian Gaming Regulatory Act (IGRA), National Indian Gaming Commission (NIGC) regulations, the Tribal-State Gaming Compact, and applicable federal and state laws.
- Independently manages a caseload of licensing investigations from initial application through final licensing determination while meeting regulatory deadlines.
- Conducts comprehensive background investigations for gaming license applicants, including key employees, primary management officials, vendors, and gaming service providers.
- Conducts interviews with applicants, employees, personal references, and other individuals as necessary to verify information and assess suitability for licensure.
- Reviews and evaluates criminal history records, credit reports, employment history, civil litigation, licensing records, financial information, social media activity, and other relevant information to determine licensing eligibility.
- Verifies the authenticity, completeness, and accuracy of documents submitted in support of licensing applications.
- Reviews licensing applications and investigative files to ensure compliance with applicable laws, regulations, Gaming Commission policies, and professional standards.

- Prepares comprehensive investigative reports, suitability determinations, Notices of Results (NOR), and licensing recommendations.
- Follows established procedures regarding the issuance, suspension, denial, revocation, renewal, and modification of gaming licenses.
- Prepares investigative files, exhibits, and supporting documentation for licensing appeal hearings and provides testimony when required
- Processes employee title changes, license renewals, and other licensing transactions; assists with the issuance of gaming licenses; and maintains appropriate controls over license issuance, access, and distribution.
- Maintains the confidentiality, security, and integrity of Criminal History Record Information (CHRI) and other protected information in accordance with NIGC, FBI, and Gaming Commission requirements.
- Coordinates with Tribal departments, Tribal Gaming Commissions, the California Department of Justice Bureau of Gambling Control, the National Indian Gaming Commission (NIGC), and local, state, federal, and out-of-state law enforcement agencies as necessary to obtain or verify investigative information.
- Maintains cooperative working relationships with regulatory agencies and governmental partners.
- Monitors changes to applicable Tribal, federal, and state gaming laws and regulations and applies those changes to licensing investigations and licensing determinations.
- Maintains accurate, complete, and confidential licensing, investigative, and departmental records by collecting, entering, updating, and maintaining information within licensing and gaming databases in accordance with applicable policies and regulatory requirements.
- May occasionally require schedule flexibility, including evenings, weekends, or extended hours, in response to operational demands or unforeseen circumstances.
- Provides administrative support to Licensing Department operations by responding to applicant inquiries, answering telephone calls, greeting visitors, fingerprinting applicants, capturing photographs, performing eye scans, maintaining controlled office access, filing records, and completing other administrative duties as assigned.
- Other duties as assigned.

Qualifications & Skills

REQUIRED EDUCATION / CERTIFICATIONS:

- High school diploma or general education degree (GED).
- Valid California Driver's License.

PREFERRED QUALIFICATIONS

- Bachelor's Degree from a four-year college or university.
- Bilingual proficiency in English and Spanish (oral and written).

QUALIFICATIONS:

- Must be at least 21 years of age.

- Minimum of three (3) years of investigative experience with a Gaming Commission or similar regulatory agency.
- Demonstrated experience conducting comprehensive background investigations, including criminal history reviews, financial reviews, employment verification, personal history assessments, and suitability determinations.
- Ability to obtain and maintain a Key Gaming License.
- Ability to successfully complete the CHRI Security Awareness Examination annually.
- Must successfully pass a pre-employment drug screening and participate in random drug testing thereafter, in accordance with applicable policies and requirements.

EXPERIENCE / SKILLS:

- Thorough knowledge of the Indian Gaming Regulatory Act (IGRA), National Indian Gaming Commission (NIGC) regulations, Tribal gaming ordinances, Tribal-State Gaming Compacts, and applicable federal and state laws.
- Demonstrate ability to handle highly confidential and sensitive information with discretion, integrity, and professionalism.
- Strong investigative interviewing, analytical, critical thinking, and report-writing skills.
- Ability to assess credibility, evaluate evidence, identify inconsistencies, and reconcile conflicting statements or documentation.
- Ability to interpret and apply laws, regulations, policies, and procedures to investigative findings and licensing determinations.
- Ability to independently manage multiple complex investigations by prioritizing competing assignments, adapting to changing demands, and meeting established regulatory deadlines.
- Ability to prepare clear, concise, accurate, and professional investigative reports, correspondence, and related documentation.
- Ability to conduct sensitive and difficult conversations with applicants regarding background investigation findings, including criminal history, derogatory credit information, and licensing eligibility concerns, while maintaining professionalism, objectivity, confidentiality, and respect.
- Ability to exercise sound judgment, discretion, and independent decision-making while remaining professional, objective, and composed when managing complex, sensitive, or high-pressure situations.
- Proficiency in Microsoft Office Suite and electronic case management systems.
- Strong organizational, documentation, recordkeeping, and attention-to-detail skills.
- Excellent oral and written communication skills, including the ability to present information clearly, respond to inquiries, and provide accurate and timely information in one-on-one and small-group settings.
- Ability to read, interpret, and follow written and verbal instructions.
- Ability to work effectively under time constraints while maintaining accuracy and quality standards.
- Professional, positive, and approachable demeanor.
- Ability to collaborate effectively and maintain productive working relationships with the licensing team, regulatory personnel, applicants, and other stakeholders.

Individuals interested in being considered for this position should email their resume to hr@sanpasqualtribe.org, apply online at https://www.paycomonline.net/v4/ats/web.php/portal/B8DA13884CDB5C1B3AA4580D7D4DD0B1/jobs/279946?jpt=fe23e4658f74b1d00f8051bdd9ce7eb0, or submit their application in person or by mail to 16400 Kumeyaay Way, Valley Center, CA 92082.

In accordance with the San Pasqual Band of Mission Indians' Policies and Procedures, preference in hiring, transfers, and promotions shall be given to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Tribal Members. 2. Spouse of an enrolled Tribal Member who contributes to the household 3. San Pasqual Band of Mission Indians Lineal Descendants. 4. Other Native Americans 5. Non-Native Americans

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