

541-429-7180



HumanResources@ctuir.org



46411 Timíne Way
Office of Human Resources
Pendleton, OR 97801

POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE:	Background Investigator
SALARY:	Pay Range: 8 \$43,311.76 - \$57,926.40 annual DOE/DOQ
DEPARTMENT:	Gaming Commission
LOCATION:	Position located at Nixyáawii Governance Center Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation.
EMPLOYMENT STATUS:	Full Time with benefits package Exempt
SUPERVISED BY:	Gaming Inspector & Lead Inspector
OPENING DATE:	September 18, 2025
CLOSING DATE:	October 2, 2025

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES:

This individual will be responsible to fulfill the daily duties of the CTUIR Gaming Commission to license applicants that will be employed at the Confederated Tribes of the Umatilla Indian Reservation's Wildhorse Gaming Resort Casino, as authorized by the Indian Gaming Regulatory Act (IGRA), the National Indian Gaming Commission (NIGC), the CTUIR Gaming Code and the CTUIR Tribal/State Compact. The individual will be responsible for conducting comprehensive background investigations to ensure casino personnel and vendor companies meet all licensing suitability criteria in compliance with all Tribal, State and Federal regulatory requirements.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES:

1. Interviews license applicants and licensees.
2. Fingerprints applicants for submission to the Federal Bureau of Investigation (FBI) and the Oregon State Police Identification Bureau.
3. Manages issuance of temporary and permanent gaming license badges. Maintains and operates the gaming license badge computer system.
4. Conducts background and financial investigations of applicants seeking a gaming license. Reviews and analyzes applications, financial documents and other records submitted by applicants.
5. Contacts personal and employment references.
6. Maintains casino employee filing system (current, inactive, expired). Responsible for tracking/logging all actions in the filing system.
7. Obtains criminal history information from the Oregon State Police Law Enforcement Data System (LEDS), city, county and state law enforcement agencies, including tribal, state and local courts.
8. Maintains and operates a database containing information necessary to track fingerprints submitted to, and received from, the FBI and Oregon State Police Identification Bureau and reports received from the FBI and Oregon State Police Identification Bureau.
9. Contacts Tribal Government agencies, other Tribal Gaming Commissions, NIGC, OSP, local and out-of-state law enforcement agencies as required.
10. Prepares and distributes detailed background investigation reports to the Gaming Commission.
11. Participates in other CTUIR Gaming Commission investigations or license actions, such as license suspension and/or revocation hearings.
12. Responsible for processing renewal applications and renewal license correspondence.
13. Prepares correspondence, handles photocopying, faxing and scanning.
14. Prepares miscellaneous CTUIR Gaming Commission licensing communications (letters, memorandums, etc).
15. Other duties assigned by CTUIR Gaming Inspector.

SUPERVISORY AUTHORITY: N/A

SIGNATORY AUTHORITY: N/A

ACCESS TO SENSITIVE AREAS: N/A

"Notice to Applicants: Please be advised that all Gaming Commission employees are prohibited from consuming alcohol at any entity of Wildhorse Resort & Casino and from gambling at Wildhorse Resort & Casino."

REQUIRED MINIMUM QUALIFICATIONS: *(It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)*

1. High School diploma or GED.
2. Must have a minimum of two (2) years casino or gaming regulatory experience, within the last five (5) years, and/or two years of investigative or law enforcement experience.
3. General knowledge of investigative techniques and practices, criminal procedures and the judicial process preferred.
4. Must have a demonstrated understanding of the Indian Gaming Regulatory Act, the CTUIR Gaming Code and the CTUIR Tribal/State Compact.
5. Proficiency in using Microsoft Office based database (Excel), word processing (Word) and spread sheet programs required. Skills in use of computer equipment, standard software and specialized investigative software which includes fingerprinting and credit resources.
6. Individual must practice strict confidentiality.
7. Individual must conduct him/herself in a professional manner at all times.
8. Individual must have good communication skills, both verbal and written.
9. Must possess a demonstrated ability to work well with a diverse group of people. Preference will be given to those who have prior working relationships in Indian Gaming and/ or Indian Country.
10. Ability to read, analyze and interpret legal documents, intelligence information, technical procedures and governmental regulations. Ability to write reports and business correspondence, make effective presentations and respond to questions from managers, employees and the general public.
11. Must be able to read and understand a criminal history report, credit history report and have the ability to exercise discretionary judgment.
12. Excellent interpersonal skills. Considerable tact is required in explaining and discussing difficult information.
13. Ability to handle a variety of tasks at the same time with frequent interruptions and meet reasonable deadlines.
14. Requires the ability to become Law Enforcement Data Systems (LEDS) certified within ninety (90) days or less from hire date. Must obtain certification in background investigations as required by the Tribal Gaming Commission.
15. Must have a valid driver's license and must be insurable.
16. Must be willing to participate and attend training seminars, which will require travel.
17. Must be able to pass a background investigation and obtain high security gaming license from the Gaming Commission
18. Must be willing and able to initiate and maintain close physical contact with applicants during the fingerprint process.

PHYSICAL DEMANDS:

1. Must be able to sit for long periods at a computer using a keyboard, mouse and viewing a monitor wall.
2. Must be able to lift and/or move items up to 50 pounds such as boxes of files, office paper, storage containers/totes.
3. Must be able to stand for long periods of time.
4. Must be able to sit for long periods in automobiles and/or airplanes for travel to conferences, seminars and training
5. Must be able to work in a smoking environment.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.
8. *Technical writing sample (5-20 pg. minimum) must be included with application materials.*

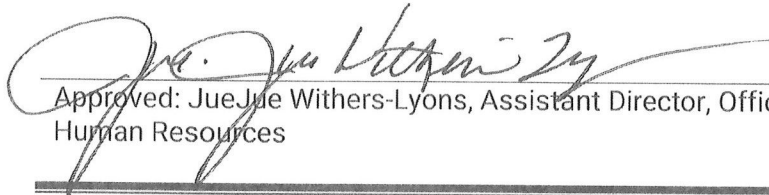
APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Onboarding
46411 Timine Way
Pendleton, OR. 97801
Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, application package must be post marked by the closing date.

 9/18/2025
Approved: JueJue Withers-Lyons, Assistant Director, Office of
Human Resources Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date