

Specification for the Class of

GAMBLING LICENSE TECHNICIAN IN-TRAINING

Abolished Effective July 1, 2007

Definition: In a training capacity and under close supervision, within the Washington State Gambling Commission, examines documentation and applications for legality and compliance with the law; issues a variety of gambling licenses and Class III Indian Gaming certifications and completes other miscellaneous transactions related to licensed and unlicensed gambling.

Distinguishing Characteristics: This is an in-training class. This class is designed to provide training opportunities and experience to become a successful and fully qualified Gambling License Technician. Incumbents will be eligible for advancement to the class of Gambling License Technician after successful completion of a 12-month structured training program.

Typical Work

Interprets and applies basic knowledge of laws, rules, policies and procedures of the Gambling Commission;

Provides basic guidance and information to the public regarding individual licenses/certifications, permits, approvals, changes, fees, and basic financial and criminal background investigations/processing;

Reviews gambling license applications, criminal history and personal information forms and other addendum's for completeness, accuracy and disposition; evaluates documentation, determines eligibility of various types of charitable/nonprofit and business entities and provides recommendations for approval or disapproval;

Reviews and evaluates supporting information and/or documents required for conducting criminal and financial background investigations, uses police teletype terminal input requests for information from local, county, state, federal and worldwide police agencies, reviews FBI fingerprint cards and forwards them to the FBI for evaluations, maintains accountability logs and documents and places information (and recommendations as appropriate) in confidential and licensing records and requests new or additional information and/or documents as needed; Conducts oral and written gambling license/permit applicant interviews;

Coordinates the processing of several types of gambling license transactions; uses computer to create, retrieve, change, update gambling license information;

Types or drafts correspondence to request additional information and/or to explain the need or the value of various documents needed to complete a licensing transaction;

Determines and process license fees and/or refunds on voluntary withdrawals, administrative closures, license class upgrades, and/or denial of license applications.

Performs other work as required.

Knowledge and Abilities

Knowledge of: Gambling Commission license laws, regulations and procedures; basic office practices; correspondence preparation and guidelines; research methods and procedures; working knowledge of computerized licensing program.

Ability to: read, understand and interpret complex gambling laws, rules and regulations; communicate with the public, agency staff and others in an efficient and courteous manner; follow written and oral directions; accept responsibility for a variety of licensing activities and processes with minimal supervision; speak publicly and write clearly; analyze multiple documents of various complexity to make independent determinations; establish priorities and meet multiple deadlines.

Minimum Qualifications

An Associate of Arts degree.

AND

One year of work experience involving public contact which includes the provision of services to applicants, employees and/or other individuals.

Experience involving public contact will substitute, year for year, for education.

College course work involving major study in accounting, finance, business/public administration, law or closely allied field will substitute, year for year, for experience.

New class: 5-10-96 (Effective 7-1-96)