

WASHINGTON STATE DEPARTMENT OF PERSONNEL

48411

Specification for the Class of

GAMBLING LICENSE TECHNICIAN

Abolished Effective July 1, 2007

Definition: 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. May function as lead worker.

Distinguishing Characteristics: Incumbents in this class are fully qualified to examine and verify documentation and applications for legality and compliance within the law and to establish true party of interest, and have authority to approve and issue gambling license, certifications for charitable/nonprofit organizations, commercial business, enhanced cardrooms and Class III gaming activities.

Typical Work

Reviews, evaluates and processes all new, renewal and change gambling licenses/Class III certification applications and/or miscellaneous transactions submitted for individuals, multi-level corporations, general and limited partnerships, limited liability companies, corporations, sole proprietors, charitable and non-profit organizations;

Recommends or approves certain licenses and other actions;

Independently provides both oral and written qualifications assessments and licensing information to applicants, business professionals, staff, and local, state and federal agencies;

Examines bylaws to determine membership and membership requirements, organizational structure and purposes; separates and evaluates financial records, meeting minutes and organizational activities for compliance with statutory and other requirements;

Collects information and documents and assists gambling investigators (Special Agents) with confidential criminal background and financial investigations; coordinates and requests criminal background information;

Assists in determining the need for applicant background checks, initiating terminal access to provide a detailed examination for financial, criminal and license clearance. Interprets legal and personal documents for approval or referral to Special Agent;

Uses a personal computer to create, retrieve, change, update and verify gambling license transaction information;

Verifies exceeding class reports and collects fees where applicable; instructs licensees of possible and actual exceeding class violations; answers licensees' questions and recommends suspension or revocation of licenses for non-payment;

Represents agency at various meetings; makes public/licensee presentations and coordinates program needs with local, state or federal agencies;

Participates in the interpretation, development and/or changes to laws, rules, policies, procedures and desk-top manuals;

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 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; speak publicly and write clearly; analyze multiple documents of various complexity to make independent determinations; solve complex and difficult license regulatory problems/situations; establish priorities and meet multiple deadlines.

Minimum Qualifications

Successful completion of all components of the structured 12-month training program as a Gambling License Technician In-Training.

New class: 5/13/83

Class code change (Formerly 01180) revise definition, minimum qualifications and add distinguishing characteristics, general revision: 5-10-96 (Effective 7-1-96)
Revised definition and distinguishing characteristics: 1-14-2000