

Position Title:

Tribal Gaming Agent

Reports to:

Tribal Gaming Commission

Status:

DOE

Supervisory Capacity:

None

License Classification/Requirements:

Class II Gaming Tribal License

NOTE: Sections below are the minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

EDUCATION:

- High School Diploma or GED equivalent required.
- College courses or Technical schooling in related field preferred.

SKILLS:

- Excellent communication skills to effectively communicate with various departments, staff, vendors, and executives using poise, tact, and diplomacy.
- Strong math and analytical skills with emphasis on researching, interpreting, and translating a variety of data.
- Strong organizational skills and methodical in conducting work, i.e., prioritizing, multitasking, and planning.
- Ability to maintain composure, think clearly, perform well under pressure, exercising good judgment in appraising difficult situations and making appropriate decisions.
- Ability to foster a cooperative and team-oriented work environment.
- Skilled in gaming laws, regulations, internal controls and policies.
- Ability to compose business correspondence, i.e., letters, memorandums, etc.
- Must be computer literate with the ability to learn new software applications readily from a user standpoint.

EXPERIENCE:

- Must have at least two (2) years experience working within a Tribal Gaming Commission as a gaming compliance officer, agent, auditor, or investigator.
- Must have two (2) years of relevant working experience, preferably in gaming
- Must possess knowledge and experience of casino operations, with an emphasis on Table Games, Slots Keno, Bingo and Pull Tabs operations, procedures and controls.
- Must possess experience in establishing/monitoring internal controls as part of complying with the laws and regulations of Tribal, Federal, and State Gaming laws.
- Must be knowledgeable and understand Tribal, Federal, State Gaming laws and regulations, including gaming facility internal controls and policies.
- Must be knowledgeable with the use of software verification devices, slot machine installation procedures and must have knowledge of basic arithmetic, knowledge of computers, including Word, Excel, and e-mail use.

OTHER REQUIREMENTS:

- Must demonstrate current knowledge of Tribal/State Compact.
- Strong understanding and knowledge of procedures manuals of various casino departments.

- [] Must have knowledge of the Bank Secrecy Act-Title 31.
- [] Must be 21 years of age or older.
- [] Must have a valid Washington State drivers license.

Physical Characteristics and/or Prerequisites:

- [] Must occasionally lift and/or move up to 40 pounds.
- [] Must present a neat appearance and be physically capable of making a forcible detainment
- [] Must be able to bend without difficulty and stand for prolonged periods of time.

Job Summary: Working in a very complex and specialized environment, utilizing well developed diplomatic skills, Tribal Gaming Agents direct all aspects of the implementation of the Tribal/State Compact for Class III gaming as federal/tribal regulations for Class II gaming. Following the implementation phase they conduct day to day monitoring of Class III and Class II operations for compliance with the terms of Tribal/Federal/State compacts. This includes observing, investigating, and reporting all violations that come to their attention during the course of their duties. Investigations may include highly complex criminal conspiracies; detailed reviews of financial records; incidents of cheating and/or theft; and undercover assignments. Tribal Gaming Agents must also be prepared to provide specialized training and assistance to tribal personnel, law enforcement officers, and agents from other jurisdictions.

Employee Reports To: Deputy Director of Tribal Gaming

Essential Duties and Responsibilities:

- 1.** Functions as a diplomat, representing the Tribe, in all dealings with the representatives and employees of other jurisdictions. Agents must recognize and respect the “government to government” relationship that exists between the tribe and state. Comprehends the importance of gained knowledge and appreciation achieved by a high degree of cultural awareness.
- 2.** Plans, organizes, and conducts both routine and complex investigations dealing with either administrative or criminal violations occurring within Last Chance Bingo/ Casino or within the exterior boundaries of the Sauk-Suiattle Indian Reservation.
- 3.** Collects, examines, maintains, and properly accounts for physical evidence of criminal and/or administrative violations.
- 4.** Coordinates investigative efforts with: other tribal governments; other tribal gaming agencies; local, state, and federal law enforcement agencies, Washington State Gambling Commission and other jurisdictions.
- 5.** Interacts with, and provides training and assistance to, a variety of persons and agencies including: the public; tribal government and any others as may be deemed necessary. Such activities may involve oral and/or written presentations.
- 6.** Develops investigative checklists, and other documentation associated with specialized activities.
- 7.** Conducts interviews of witnesses, subjects, and suspects as a means of collecting or corroborating evidence.
- 8.** Gathers intelligence information involving gambling activities and disseminates such as authorized persons and agencies.
- 9.** Assists in the review of gambling activities and rules as proposed by the casino.
- 10.** May be assigned to work in an undercover capacity, or to act as a backup to agents involved in other specialized investigative techniques.
- 11.** Must work varied shifts, odd hours, frequently late at night.
- 12.** Maintains strict confidentiality at all times, of all information within the Gaming Agency Office, including but not limited to applications, employee information, wage information, financials and other sensitive information related to the Gaming Agency and the gaming facility.
- 13.** Keep the Executive Director and Deputy Director informed and updated on all situations and activities within the department and gaming facility on a daily basis.
- 14.** Maintain knowledge of gaming laws, regulations, gaming facility internal controls and policies.
- 15.** Review and comment on internal control and policy submissions regularly.
- 16.** Always provide a professional example to others.
- 17.** Oversees Soft Count and all related paperwork.

Terms of Employment: This is a Regular Full-time position, requiring at least 40 hours per work, or 2080 hours per year.

Tribal Department: Tribal Gaming Agency

Employee Classification: Non-Exempt

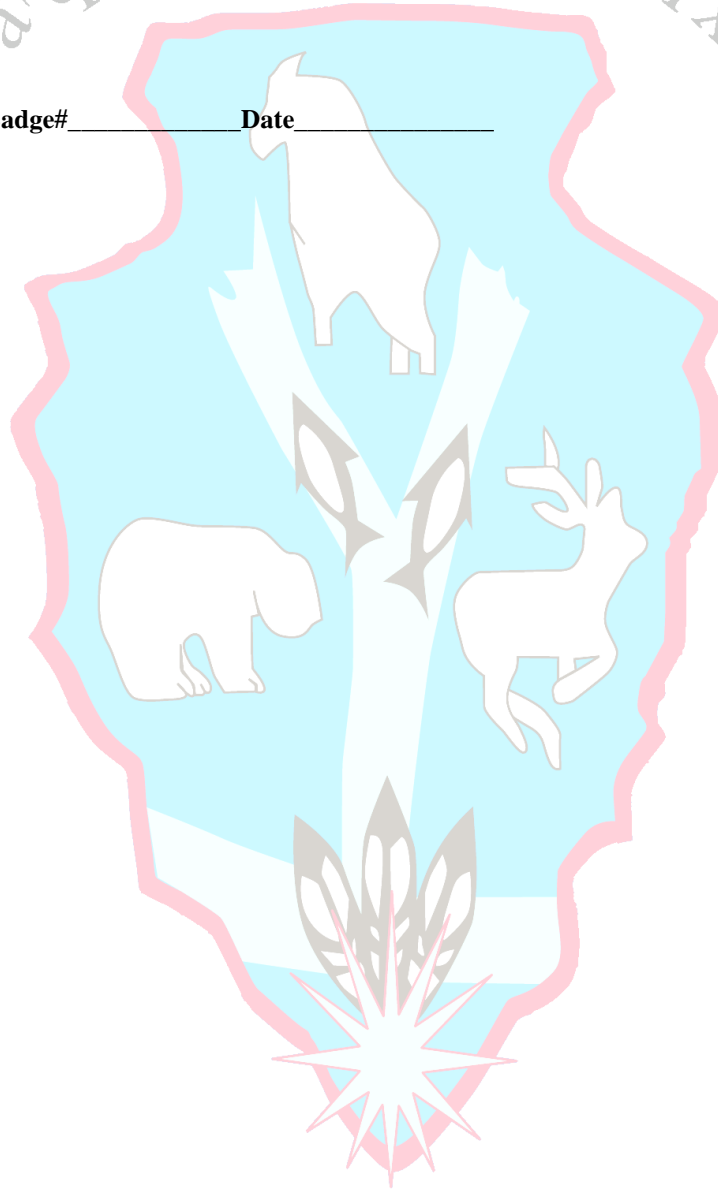
Pay Rate: D.O.E.

Opening Date: N/A

Closing Date: N/A

Sauk-Suattle Indian Tribe
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Signature _____ Badge# _____ Date _____



Sah-Ku-Mehu
Point Elliott Treaty of 1855