

Position Title:

Compliance Officer

Reports to:

Sauk-Suiattle Tribal Gaming Commission Regulatory Director

Status:

DOE

License Classification/Requirements:

Sauk-Suiattle Tribal Gaming License

Job Summary:

The Compliance Officer will serve as a key administrative employee of the Sauk-Suiattle Gaming Commission. The Compliance Officer will provide oversight and management of all functions required to regulate and monitor activities and services of the Tribe's gaming operation. This includes management of the Commission's licensing function and processes. The Compliance Officer will oversee regulations, controls, and a compliance program on behalf of the Commission. The Compliance Officer will provide day to day monitoring of compliance with all applicable gaming laws and regulations.

Essential Duties and Responsibilities:

1. Organizes and directs investigations dealing with either administrative or criminal violations occurring within the gaming operation.
2. Plans, organizes, and directly oversees the Commission's licensing and background investigation process in accordance with Tribal, Federal, and State requirements.
3. Manages licensing policies, procedures, and day-to-day practices to ensure an effective and efficient licensing process is in place.
4. Oversees all licensing activities including fingerprinting, background investigations of required license applicants, vendor license applicants, and exemption of employees and vendors, as well as the renewal process.
5. Recommends denial, suspension, revocation and conditioning of licenses for individuals with unresolved or unfavorable background information and participates in license hearings as necessary.
6. At the direction of the Regulatory Director and Commission, develops, amends, implements, and maintains the standard operating procedures of Commission operations that are consistent with Tribal, Federal, and State requirements.
7. Supervisory authority over Commission staff including compliance, surveillance, and licensing.
8. Oversees the monitoring and inspection processes of all licensed gaming actives to ensure compliance with Tribal, State and Federal Gaming laws and regulations.
9. Reviews and recommends updates of all applicable policies, procedures, and internal controls to the Commission for approval to ensure a high level of compliance and asset protection.

10. Hosts regular staff meetings to ensure communication among personnel regarding departmental activities.
11. Maintains occupational knowledge and skills by conducting research; attending seminars, educational workshops, classes, and conference etc.
12. Gathers information on issues, incidents, procedural problems, performs due diligence and research as appropriate, and formulates a staff opinion. Documents and presents these findings to the Regulatory Director and/or the Commission.
13. Assists in the preparation and administration of the Commission's annual budget and aligns resources to agency goals and objectives.
14. Identifies and arranges for relevant gaming regulatory training for Commission personnel.
15. Special projects and all other duties as assigned by the Commission.

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:

- Bachelor's Degree in Business Administration, Public Administration, Legal Studies or a related field.
- A Master's Degree in a related field may be substituted for two years of gaming experience.

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 five (5) years of progressive gaming experience, Tribal gaming experience is preferred, three (3) years of which must include gaming regulation in compliance, licensing, audit, or other regulatory position.

- Must have a minimum of three (3) years demonstrable work experience managing and supervising staff.
- Must possess knowledge and experience of casino operations, with an emphasis on Table Games, Slots, Cage, Accounting, general 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.

OTHER REQUIREMENTS:

- Must demonstrate current knowledge of the Tribal/State Compact and applicable NIGC regulations.
- 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 driver's 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.

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