

Position Title:

Tribal Gaming Agent

Reports to:

Sauk-Suiattle Tribal Gaming Commission Regulatory Director

Status:

Non-Exempt/Hourly

License Classification/Requirements:

Sauk-Suiattle Tribal Gaming License

Job Summary:

Gaming Agent assures that codes, laws, ordinances, regulations, and policies are consistent with established Gaming Industry standards and meet the requirements under the Gaming Indian Regulatory Act and the Sauk-Suiattle Indian Tribe Tribal Gaming Commission Regulations. Position ensures that all gaming tables, machines, equipment, and dealers meet the highest level of fairness and honesty. Position is required to disseminate adopted policy standards on gaming programs to the Sauk-Suiattle Indian Tribal Council, members of the public, governmental and private industry groups. Position will resolve conflict within gaming programs, fostering a team orientation among all Tribal programs, which have responsibility for operations of the gambling industry.

Essential Duties and Responsibilities:

1. Organizes and conducts both routine and complex investigations dealing with either administrative or criminal violations occurring within the gaming operation.
2. Generates incident logs on all violations of applicable law found in the casino.
3. Collects, examines, maintains, and properly accounts for continuity of physical evidence obtained.
4. Participates in investigative efforts with local, state, and federal law enforcement agencies, WSGC, NIGC, Tribal Government and other tribal gaming agencies.
5. Interacts with and assists casino employees, the public, tribal government, and others deemed necessary in a professional manner.
6. Assist in the development of audit/reviews programs, 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 involving gambling activities and distributes it to authorized persons and agencies.
9. Assists in the review of procedures and internal controls proposed by casino operations.
10. Functions as a diplomat, representing Sauk-Suiattle Indian Tribe in all dealings with the public, employees, and representatives from other jurisdictions.
11. Assists with daily activities for licensing request and gaming request by vendors (key service, Ram Clears, Remote Access, and testing).
12. Monitors compliance on the gaming floor and verifies high payouts and review for accuracy.
13. Monitors and reports on suspicious wagering activity.

14. Present information at Sauk-Suiattle Tribal Gaming Commission meetings, other regulatory agencies, or courts. Such activities may involve oral/written presentations.
15. Performs other job functions assigned by the Regulatory Director or Commission to ensure the protection of tribal assets.
16. Always maintain a high level of ethical behavior and confidentiality.

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 the position.

MINIMUM QUALIFICATIONS:

- High school degree (diploma/transcripts must be submitted with application)
- AAS Degree preferred.
- Be at least 21 years of age
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Must be willing to work weekends and holidays
- Must be willing to work a rotating shift schedule if required
- Sauk-Suiattle/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to organize work tasks and complete tasks on schedule.
- Preferred working knowledge of casino surveillance and security programs.
- Experience and ability to handle and maintain sensitive and confidential matters, information, and sensitive documents.
- Must be knowledgeable in Word, Excel, and Access.
- Able to obtain First Aid and CPR certification
- Able to complete Title 31 compliance training.
- Possess effective written and oral communication skills.
- Ability to follow written or verbal instructions
- Ability to remain levelheaded in high stress situations.
- Must be able to make decisions and resolve problems, analyzing information, and evaluating situations to choose the best solution to solve the problem.
- Ability to work in a cross-cultural environment.

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 be 21 years of age or older.
- Must have a valid Washington State driver's license.

Physical Characteristics and/or Prerequisites:

- Must present a neat appearance and be physically capable of making a forcible detainment
- Occasionally involves exerting up to 20 pounds force to move objects.
- Occasionally involves lifting and/or moving up to 40 pounds.

- Frequently requires the ability to give and receive detailed information through verbal communication.
- Frequently requires verbally expressing or exchanging ideas or important instructions accurately, loudly, or quickly.
- Frequently requires repetitive movement of the wrists, hands and/or fingers
- Frequently requires walking, standing, stair climbing and/or sitting for sustained periods of time to accomplish tasks.
- Occasionally requires raising objects from a lower position to a higher position.
- Occasionally requires stooping or crouching—using the lower extremities and back muscles.
- Must have visual acuity including color, depth perception, and field vision to determine the accuracy, neatness, and thoroughness of the work assigned.

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

This position is subject to the drug and alcohol testing requirements of Section 507, the SSIT Drug and Alcohol-Free Workplace Policy and that this policy has been provided to me. This policy requires testing that includes, but is not limited to, random testing, testing following workplace injury or accident, and testing when employees appear unfit for duty. I also understand that a positive test will result in disciplinary action that may include termination of employment and that this position is classified as safety and security sensitive.

I understand that this is an Indian Preference position subject to Tribal Policies. I have discussed the above outlined duties with my supervisor and understand that these duties will serve as the basis for performance evaluations in the future.



Sah-Ku-Mehu
Point Elliott Treaty of 1855