

# SMITH RIVER RANCHERIA/LUCKY 7 CASINO RECRUITING REQUISITION



POSITION TITLE: Compliance / Investigations / Backgrounds

Department: Tribal Gaming Agency Budget Account #: 720

Request Date: 3/27/13 Closing Date: 4/5/13 or until filled

Interview Date: 4/9/13 Interview **Preferred** Location: Casino / NAN-TS'VN Room  
(Tentative Date set no less than **5 working days** of closing date)

PAY RATE: \$13.36 - \$18.85  Per hour  Annual PAY Grade/Step: 5/1

New Position  Replacement  Discontinue Position  
 Full Time Permanent  Part Time Permanent  Temporary  
 Intermittent (On-call)

Hours & Days: 8-5 & ON-CALL  M  T  W  T  F  S  Su

**ADVERTISEMENT OPTIONS:**

In-House  CA/OR Tribes  Native Newspapers  Internet \_\_\_\_\_  
 Local Newspaper(s)  Other \_\_\_\_\_

REASON (Following guidelines on reverse of this form attach justification in memo format stating reasons for your request.)

**PLEASE ATTACH CURRENT JOB DESCRIPTION.**

Requested by: [Signature] Date: 3-27-13  
Hiring Manager

Approvals: [Signature] Date: 3-27-13  
Second Level Management

[Signature] Date: 3/28/13  
Human Resources

[Signature] Date: 3/27/13  
General Manager or Tribal Administrator

**Smith River Rancheria Program Departments only ...**

\_\_\_\_\_ Date: \_\_\_\_\_  
Grants & Contracts

\_\_\_\_\_ Date: \_\_\_\_\_  
Finance

Human Resources Use Only:

(2008)



## Smith River Rancheria/Lucky 7 Casino

### Position Description

**Title:** Tribal Gaming Agency Compliance Officer/Background Investigator

**Department:** (720) Gaming Agency

**Class:** Technical/Skilled

**FLSA:** Non-Exempt

**Status:** Full-Time

**Pay Grade:** V (\$13.36 - \$18.21)

**Supervisor:** TGA Executive Director

**Subordinates:** None

**Effective Date:** March 2013

#### Position Summary:

The purpose of the position is to ensure the gaming facility is in compliance with the California State Compact, the Indian Gaming Regulatory Act (IGRA), the National Indian Gaming Commission (NIGC), Smith River Gaming Ordinance and the Tribal Laws and Regulations and that employees and patrons are treated with respect. The facility is recreation for the public and an economic development project for the Tribe. Incumbent is under the direction of the Smith River Rancheria Tribal Gaming Agency Executive Director.

#### Essential Duties and Responsibilities:

- ❖ Provides oversight to gaming facility management, gaming facility operation and all subcontractors or providers of service to the casino.
- ❖ Reports the failure of any person or entity to comply with any provisions of the NIGC, the California State Compact, the Tribal Gaming Ordinance and/or any other applicable laws, ordinances or regulations to the Executive Director.
- ❖ Ensures no illegal activity takes place in or around the gaming facility and protects gaming operations from the same.
- ❖ Notifies the Executive Director, Surveillance, the gaming facility Management and Security of any persons that have been identified as engaging in criminal activity and ensures that all such persons are removed from the gaming floor.
- ❖ Assists in seeking resolution of patron and employee complaints within or around the gaming facility as outlined in the Gaming Ordinance under resolution of patron disputes.
- ❖ Oversees the physical safety of patrons and employees.
- ❖ Oversees the physical safeguarding of assets moving from the gaming facility floor (and the Fuel Mart slot machines) to the cashier cage.
- ❖ Provides oversight of MICS, Policies and Procedures of each department on a daily basis.
- ❖ Ensures there is no criminal activity from subcontractors and crew for services rendered.
- ❖ Ensures no illegal activity takes place in or around the gaming facility and protects gaming operations from the same.
- ❖ Oversees the integrity of all of the slot machines net wins, keeps track of all slot machines on and off the gaming floor.

- ❖ Informs the Executive Director, Surveillance, the gaming facility Management and Security of suspected criminal and illegal activity, person(s) of violence, drug use or transactions and alcohol abuse by name and/or description within or around the gaming facility.
- ❖ Is knowledgeable about building codes on facilities constructed, maintained and operated to protect the environment, patrons' and employees' health.
- ❖ Oversees drop policies and procedures of Soft Count and Security, ticket cashing and cash transfers to the bank.
- ❖ Aids in suspected criminal investigations in conjunction with NIGC, State Compact and State Penal Codes.
- ❖ Performs preliminary background investigations to issue temporary Tribal gaming licenses to all new hires of the gaming facility.
- ❖ Performs or assists in completing background investigations for all employees of the gaming facility to determine suitability for issuance of two year Tribal Gaming Licenses.
- ❖ Issues reports of Notification of Results to NIGC and to the State Gaming Agency for suitability determinations of Key employees.
- ❖ Performs biennial background investigations on all gaming facility employees to determine suitability for re-issuance of Tribal Gaming Licenses for another two years.
- ❖ Works effectively with the Gaming Commission, gaming facility Administration and personnel to facilitate implementation of NIGC, State Compact and Tribal Gaming Ordinance policies and procedures.
- ❖ Understands the basic functions of the gaming facility from the machines through the handling of monies.
- ❖ Has contact with employees, visitors, important NIGC, State, and Tribal officials and members as well as the general public.
- ❖ Performs recurring work independently under limited supervision and uses good judgment in decision-making situations.
- ❖ Reports unusual problems to the employee's direct supervisor and the Executive Director.
- ❖ Performs other duties as directed by the Executive Director.
- ❖ Performs temporary or permanent duties and responsibilities added to or modified as deemed necessary.

**Minimum Qualifications:**

- ❖ A high school diploma or equivalent.
- ❖ Bachelor's Degree in Business Administration, Business Management or Criminal Justice is preferred.
- ❖ Three to five years of relevant office administration experience, criminal justice and/or background/compliance investigations.
- ❖ A general knowledge and understanding of Tribal Gaming Operations to include NIGC MICS, State Gaming Compacts and Background/Compliance Investigation procedures.
- ❖ Advanced experience in the utilization of MS Office software.
- ❖ Produce a negative result for an Alcohol/Drug Screen.
- ❖ Knowledge of gaming operations, practice of gaming law, gaming control and law enforcement.
- ❖ Knowledge of gaming facility operations, management, machines and other processes.
- ❖ Knowledge of the procedures to perform background investigations.
- ❖ Working knowledge of local building codes, OSHA regulations, State Compact and other regulatory mandates.
- ❖ Complete a Personal Disclosure Application including a photograph and fingerprints for a background investigation to determine suitability for a Tribal gaming license.
- ❖ Qualified American Indian Preference applies.

**Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondences. Speak effectively before groups of customers or employees of organization.

**Mathematical Skills:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume with the ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Certificates, Licenses, Registrations:**

Able to pass extensive background investigation for the issuance and retention of gaming license.

**Physical Demands:**

Work is basically sedentary. Typically the employees may sit comfortably to do work; however, there will be some walking, climbing of stairs, standing and driving an automobile. No major special physical demands are required to perform the work. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

**Vision Requirements:**

- ❖ Close vision (clear vision at 20 inches or less).
- ❖ Distance vision (clear vision at 20 feet or more).
- ❖ Color vision (ability to identify and distinguish color).

**Work Environment:**

The environment involves everyday risks or discomforts that require normal safety precautions typical of such places such as offices, meeting and training rooms, vehicles, e.g. Use of safe work practices with office equipment and/or gaming machinery. Work is performed in the Gaming Agency Office and the Lucky 7 Casino. Some travel may be required to attend meetings, trainings or conferences outside the office.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_