



Smith River Rancheria Position Description

Title: Tribal Gaming Agency Compliance Officer/Background Investigator

Department: (13) Gaming Commission

Class: Technical/Skilled

Status: Full -Time

Supervisor: TGA Executive Director

Effective Date: November 2008*

FLSA: Non-Exempt

Pay Grade: V (\$13.76 - \$19.41)

Subordinates: None

Position Summary:

This position is located on the Smith River Rancheria and is highly responsible staff position for the Smith River Rancheria. It serves as a primary staff linkage between the implement of the directives of the Tribal Council and the activities of the overall Tribal Organization. The purpose of the work is to ensure the gaming facility is in compliance with federal and state regulations and that employees and patrons are treated with respect. The facility is a recreation for the public and an economic development project for the Tribe. This position ensures that on all out effort will be made to all that arc connected with the gaming facility that their expectations will he a positive experience. State of California Compact, Indian Gaming Regulatory Act (IGRA), National Indian Gaming Commission (NIGC), Smith River Gaming Ordinance and the Tribal Laws and Regulations. The incumbent performs within the limits of the guidelines. Judgment is required in locating, selecting and apply appropriate guide to accomplish assignment. Responsible for overseeing the successful implementation, management and operation of the Lucky 7 Casino. Incumbent is under the direction of the Smith River Rancheria Gaming Commission Executive Director.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Provides oversight to casino management, casino operation and all subcontractors or providers of service to the casino.
- Reports to the Commission Executive Director regarding the failure of any person or entity to comply with any provisions of the California State Compact, Tribal Gaming Ordinance, Commission Regulations and/or any other applicable laws, ordinances or regulations.
- Ensure no illegal activity takes place in, or around the gaming facility, and protect gaming operations from the same.
- Notify The Gaming Commission if any persons have been identified as engaging in criminal activity and ensure that all persons engaged in criminal activity are removed.
- Upon receipt of patron complaints within the gaming premises, assist in seeking resolution of such complaints. Assist employees and/or management of small disputes on the Gaming Floor.
- Ensure the physical safety of patrons and employees
- Oversee and ensure the physical safeguarding of assets moving from the casino floor to the cashier cage.
- Perform and assist in performing background investigations for Key and Management employees of the casino, to determine suitability for issuance of Tribal Gaming Licenses.
- Provides oversight of MICS, policies, and procedures of each department on a daily basis.

*Pay rate updated 2014 to reflect COLA

- Ensure there is no criminal activity from subcontractors and crew for services rendered.
- Report any variances to the Compact, Tribal Ordinance, and any other regulation the Tribe may be responsible to enforce.
- Keep track of all machines on and off the floor. Kobetron, security tape on all logic boards. Ensure integrity of the machine net win as in theoretical hold compared to actual hold.
- Inform Management and Surveillance of suspected criminal and illegal person(s) of violence, drug, and alcohol by name and/or description.
- Promulgate information and reports to Gaming Commission on building codes on facilities constructed, maintained and operated to protect environment, patron and employee health.
- Drop policies and procedures of Soft Count and Security. Ticket cashing procedures and cash transfers to the bank.
- Investigation in conjunction with NGIC, Compact and State Penal Codes. To do mini background checks to start temporary employees and issue reports of Notification of Results to N1GC, and reports to the State for suitability determinations.
- Ability to work effectively with the Gaming Commission, Casino Administration, casino personnel to facilitate implementation of governmental policy and procedures.
- Fully understanding the working of the various functions of the gaming facility from the machines through the handling of monies.
- Contacts are with employees of the immediate office, visitors, important governmental officials and Tribal officials and members of the Tribe as well as the general public.
- Work will be generally reviewed and is performed under limited supervision and will require using good judgment at times of decision-making situations.
- Recurring work is performed independently. Unusual problems will be directed to the Gaming Commission Executive Director who will be the employee's direct supervisor.
- Perform other position related duties as directed by the Gaming Commission Executive Director.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Minimum Qualifications:

- A high school diploma or equivalent.
- Bachelors 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.
- Must possess a general knowledge and understanding of Tribal Gaming Operations to include MICS, State Gaming Compacts and Background/Compliance Investigation procedures.
- Advanced experience in the utilization of MS Office software.
- Must submit to and clear an Alcohol/Drug Screen.
- Knowledge of gaming operations, practice of gaming law, gaming control, law enforcement.
- Knowledge of Casino operations, management, machines and other processes to ensure a legal and safe environment.
- Knowledge of the procedure to perform background investigations.
- Knowledge of local building codes, OSHA regulations, Compact and other regulatory mandates.

- Required by the Smith River Rancheria Gaming Regulatory Commission, to complete a Personal Disclosure Application, which includes photograph and fingerprints, for a background investigation to determine suitability for 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 correspondence. 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:

Must have the 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:

Must be 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.

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 Commissioners Office and Lucky 7 Casino, located near the Casino. Some travel may be required to attend meetings out of the office.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____