



PICAYUNE RANCHERIA OF THE CHUKCHANSI INDIANS
TRIBAL GAMING COMMISSION
JOB POSTING CLOSING DATE: October 2, 2024

Job Title:	Compliance Officer
Reports to:	Compliance Manager
Salary Range:	DOE
Shift:	Graveyard Shift; normally 10:00pm – 8:00am
Benefits:	Health, Vision, & Dental Insurance, Retirement Contributions, PTO, and Paid Holidays
Classification:	Hourly, Non-Exempt
Status:	Full-Time, Regular w/ Benefits
Location:	Coarsegold, CA

JOB SUMMARY

Must meet Level II requirements. Perform inspections of the gaming facility to ensure compliance of all internal controls, policies, regulations and Title 31 requirements. Prepare, organize, and maintain inspection reports. Investigate possible gaming violations and complete follow-up inspections. Coordinate and assist supervisors with job assignments, training, and projects.

Essential Duties

- Monitor all gaming activity within the gaming facility on a daily basis, observing, documenting, and reporting any observed violations or deviations of policy.
- Perform inspections of the gaming facility regularly, randomly, and as assigned to ensure compliance of all applicable laws, regulations, Title 31 requirements, internal controls and policies.
- Receives, documents, and verifies gaming device software media on a regular basis to ensure validity and approved status. Ensures software media is received and delivered to the gaming facility for use in gaming devices regularly.
- Assists the slot department with gaming device shipments to and from the gaming facility on a regular basis. Verifies the shipments to shipping permits and assists the slot department with the installation, conversion, and removal of gaming devices regularly as approved by the gaming commission.
- Assist the slot department with key chipping, conversions, M-list verifications, and bill testing on a regular basis.
- Monitors and documents machine down time on daily basis.
- Conducts table game card inventory inspections on a weekly basis and as assigned.
- Collects gaming licenses from casino employees who have been suspended, terminated, or resigned as required.
- Always maintains strict confidentiality of all information in the Gaming Commission Office, including but not limited to applications, employee information, wage information, financials and other sensitive information related to the Gaming Commission and the gaming facility.
- Completes shift reports and other reports for supervisors on a daily basis and as requested.
- Attend seminars, meetings, and training as assigned locally and/or out of town, for days at a time, sometimes up to one week.
- Maintains control over access to sensitive areas of gaming devices.
- Inspects all gaming equipment and supplies for integrity and compliance of technical standards regularly, randomly, and as assigned.

- Monitors other non-gaming departments and personnel activities and transactions regularly, randomly, and as assigned.
- Writes reports and conducts necessary follow up investigations on reported or observed violations or deficiencies as required.
- Works closely with Gaming Commission Audit, Surveillance personnel and Investigator as well as appropriate casino personnel in fulfilling responsibilities as assigned.
- May occasionally work with outside regulatory or law enforcement officials as approved and necessary.
- Inspects and monitors facility compliance with all environmental, health and safety regulatory requirements regularly and as assigned.
- Must be able to guide and train less experienced compliance officers in the principle and fundamentals of compliance, including proper use of testing equipment, and all other compliance related activities.
- Any other duties and tasks as assigned by supervisors, managers, and commissioners/executive director.

Qualifications

Education

Minimum education required:

- High School diploma or GED required.

Experience

Minimum experience required:

- An Associates degree from a two-year college or university is preferred.
- At least two years investigative experience with law enforcement or regulatory agency conducting background investigations is preferred.
- Ability to perform full range of office support work, using independent judgment with tact, discretion, professionalism and diplomacy. Ability to work with groups and/or independently.
- Ability to use and operate general office machines and equipment. Possess very strong organizational skills, attention to detail, efficiency, and accuracy. Ability to function in a fast paced, ever-changing environment. Ability to multi-task quickly and efficiently.
- Possess valid Driver's License.
- Must successfully pass suitability determination.
- Pass a pre-employment drug test and background check.

Preferred Qualifications:

- A Bachelors Degree or above may substitute for experience
- Gaming Commission, auditing, regulatory compliance, or inspector experience is preferred

Required Knowledge, Skills, and Abilities

- Familiarity with the Tribe's Constitution, laws, and culture is preferred, but not required.
- Ability to work in a high-performance, fast-paced, high-pressure environment.
- Exceptional interpersonal and communication (verbal and written) skills.
- Adept at multi-tasking, have unquestionable integrity, with a commitment to accuracy.
- Organized with unfailing attention to detail and outstanding project management skills.
- High level of comfort/ease interacting with all levels in the Tribe.
- Ability to complete tasks in a timely and accurate manner



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Application Process:

Submit the following:

- Completed Application
- Cover letter **and** Resume
- If claiming Tribal or Native Preference, documentation is required
- All requested information must be submitted to the Human Resources office by **4:00PM on the closing date**. Incomplete applications or failure to submit the requested information will result in the disqualification of your application.
- Submit To: PRCI Human Resources P.O. Box 2226 Oakhurst CA, 93644. You may also submit your application and all supporting documents via email: jobs@chukchansi-nsn.gov

PRCI Tribal Preference:

In accordance with applicable Tribal Law and Title VII of the 1964 Civil Rights Act, the PRCI Administration shall give preference in hiring, promotion, transfer, and lay-off to enrolled members of the Picayune Rancheria of Chukchansi Indians. To qualify for this preference, applicants must meet minimum qualifications of employment and submit verification of enrollment in the Tribe. Tribal preference means that Tribal Members who are equally qualified as non-tribal members will be hired. In addition, on the Human Resources Interview rubric that allows for a total of 75 points during interviews, Tribal members will be awarded an additional 7.5 points (10% of total allotted points) counted in the overall tally. Tribal members who are not Chukchansi will receive Indian preference by awarding five additional points (6.7% of the total allotted points).

Indian Preference Statement:

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

Employee Signature

Date

HR Representative Signature

Date