



Tule River Tribe Gaming Commission

TULE RIVER INDIAN RESERVATION

JOB POSTING

In-House Only
(TRTGC & TRTC Employees)

Opening Date: 01/26/2016 **Closing Date: 02/02/2016**

Position Title: Compliance Agent

Department: Compliance

Work Schedule: Varies/ 24-7

Wage Rate: \$14.00 HR/ Overtime Eligible

If you are interested in this position, please submit the following:

- High School Diploma/ GED
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources
Tule River Indian Tribe of CA
340 N. Reservation Rd.
Porterville, CA 93257
E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



Tule River Tribe Gaming Commission

TULE RIVER INDIAN RESERVATION

JOB DESCRIPTION

POSITION: Compliance Agent

WORKSITE: Tule River Tribe Gaming Commission
681 South Tule Road
Porterville, CA 93257

GENERAL DESCRIPTION

The purpose of this position is to assure the Tule River Tribe Gaming Commission that all requirements of the Indian Gaming Regulatory Act are being adhered to and implemented by Eagle Mountain Casino. To ensure all employees are in compliance with all approved Internal Controls and Policies/Procedures. Primary location will be the Eagle Mountain Casino. This position reports to a Compliance Lead Agent.

DUTIES AND RESPONSIBILITIES:

1. Overseeing Eagle Mountain Casino's day-to-day operation, to assure compliance with regulations of the Indian Gaming Regulatory Act, National Indian Gaming Commission, Tule River Tribal Council and Tule River Tribe Gaming Commission.
2. Oversee Eagle Mountain Casino department's day-to-day operation, to assure compliance with all approved Policies and Procedures.
3. Investigate all inconsistencies and/or violations of all approved regulations and/or policies and procedures.
4. Document and report all incidents in full detail, including any evidence confiscated, to the Tule River Tribe Gaming Commission.
5. Present all factual evidence, photographs, and/or incident reports to the Tule River Tribal Gaming Commission for disposition.
6. Assist in revoking or suspension of Gaming Licenses for employees of the Eagle Mountain Casino.
7. Assist the Tule River Tribal Gaming Commission in all hearings and preparation of incident reports, confiscated evidence, reviewing of tapes in preparation of hearings regarding revoked or suspended license. In some cases present testimony in the hearings.
8. Assist and/or initiate criminal investigative reports on violations committed by customers or employees on or about the premises of the Eagle Mountain Casino or any other gaming operation of the Tule River Tribe.
9. Remain current with information on known cheaters, counters, scams, and methods via published documents, direct contact with local and other enforcement agencies.
10. Monitors procedures for casino cage, hard count, soft count, or any other employees on the casino floor.
11. Full cooperation with local law enforcement officers when on routine checks or during investigations of any incident requiring their services.
12. All other duties deemed necessary by the Tule River Tribal Gaming Commission and/or Compliance Manager.

QUALIFICATIONS:

1. Must have High School Diploma or G.E.D.

2. Must be able to obtain a Gaming License.
3. Must have a valid California Drivers License and be insurable through the Tribe's insurance.
4. Must successfully complete a pre-employment drug/ alcohol screening.
5. Ability to read, write and understand regulations, internal controls and how to apply them to a specific task.
6. Must have good verbal and written communication skills.
7. Must be dependable and able to work under pressure.
8. Must be available to work any shift and long hours, as the Eagle Mountain Casino is open 24-hours, seven days a week.
9. Any previous experience in a casino and/ or willingness to be trained.
10. Must be highly organized.
11. Ability to lead by example in the areas of work ethic, personal and professional development that leads to maximum satisfaction, and performance of all assigned tasks.
12. Must be intelligent and trustworthy in terms of maintaining extreme confidentiality.
13. Must be willing to travel and at times on short notice.
14. Have some knowledge of forgeries and counterfeit money, identification cards, chips, and other scams.

This position reports to:	Compliance Lead Agent
Supervises:	None
Hours:	Varies depending on the needs of the department
Salary:	\$14.00/HR/ Bi-Weekly/ Overtime Eligible
Benefits:	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT