

JOB OPENING ANNOUNCEMENT

Job Title: Compliance Agent

Reports to: Compliance Supv.

Department: TGO

Job Vacancy: YAN-19-014

Status: Full-time, Non-exempt

Starting Wage: \$15.34 per hour

Opening Date: 02/19/19

Closing Date: 03/08/19

POSITION DESCRIPTION:

The Compliance Agent performs a variety of tasks to assure compliance with provisions of the Tribal Gaming Code, Compact, and Casino Internal controls. Be present at the Gaming Facility all hours of operation, have access to any and all areas of gaming to assure compliance. Reporting of violations, writing reports, receiving complaints and seeks voluntary resolutions of complaints.

QUALIFICATIONS:

- Must be twenty-one (21) years of age.
- Must have High School Diploma or GED.
- Able to work any shift, if necessary.
- Good written communications skills.
- Good verbal communications skills.
- Visually able to read/view video monitors, if necessary.
- Sufficient manual dexterity to operate video recorders, tape machines and cameras, if necessary.
- Possess mature judgment.
- Work well in pressure situations.
- Must qualify for and obtain a valid Tribal Gaming License and, unless a Tribal Member, certification by the State Gaming Agency.
- Must not have any felony convictions.
- Must not have been employed by the Gaming Facility Operator within a ninety (90) day period immediately preceding employment with the Tribal Gaming Office, unless waived by the Gaming facility Operator.
- Must handle all Tribal Gaming Office business in a confidential manner.
- Must agree prior to employment to any lawful drug testing.
- Must complete in a concise, detailed and legible manner daily written reports and logs.
- Valid Arizona Driver License is preferred but not required.

DUTIES AND RESPONSIBILITIES

- Responsible for ensuring that all verbal and written reports contain factual information.
- Must have or develop quickly report writing skills.
- Responsible for becoming intimately familiar with the NIGC MICS, Tribal Gaming Code, Compact, and Casino Internal Controls.

- Responsible for vigilant monitoring of all gaming activities and personnel to include all areas: such as, Public Gaming, Count Rooms, Cage/Cashier and to report any violations on the appropriate forms.
- Conduct all investigations without bias to any individual or situation.
- Will be detailed and through in properly documenting all information.
- Responsible for investigations to be strictly confidential. Witness interviews will be conducted privately.
- Must have or develop quickly, understanding and knowledge of all Class II and Class III games.
- Must have or develop quickly, understanding and knowledge of Casino surveillance and security operations.
- Shall be aware of and help in establishing a list of persons barred from gaming facilities because of their criminal history, or their association with groups or organizations which possess a threat to the integrity of the gaming activities of the Tribe.
- Performs other duties as assigned

**How to apply: Please submit your resume and application to:
Yavapai-Apache Nation / Human Resources
2400 W. Datsi / Camp Verde, AZ 86322
P: 928-567-1062 / Fax: 928-567-1064
www.yavapai-apache.org**

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**