

## JOB OPENING ANNOUNCEMENT

**Job Title:** Compliance Agent

**Reports To:** Compliance Supervisor

**Department:** Tribal Gaming Office

**Job Vacancy:** YAN-24-079

**Status:** Full-Time; Non-Exempt

**Starting Wage:** DOE

**Opening Date:** 9/23/2024

**Closing Date:** 10/4/2024

### **POSITION DESCRIPTION:**

The Compliance Agent performs a variety of tasks to assure Compliance with the provisions of the Tribal Gaming Code, State Gaming Compact, and Casino Internal Controls. Be Present at the Gaming facility all hours of Gaming Operation, have access to any and all areas of Gaming to assure Compliance. Reporting of Violations, Writing Reports, Investigating Disputes pertaining to Gaming Activity and Barring persons who's Conduct or Associations pose a risk to the Gaming Operation.

### **QUALIFICATIONS:**

- Must be at least twenty-one (21) years of age
- Must not have any Felony convictions in the last seven (7) years, unless the Felony has been set-aside.
- Must have a High School Diploma or GED
- Able to work any shift, if necessary.
- Must agree to pre-employment drug testing.
- Must Qualify for Licensing, required by The Arizona State Gaming Agency, The Tribal Gaming Office and The National Indian Gaming Act.
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.
- Must handle all Tribal Gaming Office business in a Confidential manner.
- Must be able to Sit or Stand for long period of time
- Must have good verbal communication skills
- Must have good written communication skills
- Must Possess Mature judgment
- Must work well in Pressure Situations
- Visually able to read and view video monitors.
- Sufficient manual dexterity to operate Video Recorders, Tape Machines, Cell Phones, and Cameras, if necessary
- Must complete in a concise, detailed and legible manner daily Written Reports and Logs.
- Must have Basic Computer Skills, logging in, Email, and Typing.

## 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 confidentially familiar with the NIGC MICS, Tribal Gaming Code, State Gaming Compact, and Casino Internal Controls
- Responsible for Vigilant Monitoring of all Gaming Activities and Casino Personnel, to include all areas such as: Public Gaming, Count Rooms, Cage/Cashier and to report any Compact Violations on the appropriate forms.
- Work closely with Gaming Operator Supervisors to resolve any Patron Disputes.
- Conduct all Investigations without bias to any Individual or Situation.
- To be Detailed and Thorough in properly documenting all information.
- Responsible for keeping all Investigations strictly Confidential and Conducting Witness Interviews privately.
- Must have or develop quickly an understanding and knowledge of all Class II and Class III Games.
- Must have or develop quickly an understanding and knowledge of Casino Surveillance and Security operations.
- Shall be aware of and help in establishing a list of Persons Barred from the 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.
- Responsible for the Temporary Barring of individuals from the Gaming Facility
- Must become familiar with the Installation of Gaming Machine Software and its Security.
- Perform Monthly Random Inspections of Gaming Machines.
- Must Develop quickly a Professional and Positive working relationship with the Gaming Facility Staff without developing a “social group”.
- Perform other related duties as assigned.

## PHYSICAL REQUIREMENTS

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is high like a carnival event. While performing the duties of this job the employee is required to sit, stand, walk, talk, hear; use hands and finger to handle or operate objects, tools or controls; and to reach with hands and arms.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**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](http://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**

