



SILETZ TRIBAL GAMING COMMISSION JOB DESCRIPTION

Job Title: Gaming Inspector
Reports to: Compliance Agent

Department: STGC
Grade: TL 16/17 (Trainee)
TL 19 (Depending on qualifications)

Classification: Full Time, Non-Exempt
Job Location: Lincoln City

Average Hours Per Week: 40, on-call

Job Summary:

As an employee of the Siletz Tribal Gaming Commission (STGC), the Gaming Inspector will strive to achieve the mission of enforcing and complying with all relevant laws, NIGC MICS Tribal/State Compact, regulations, ordinance, charter, internal controls, policies and procedures to maintain the honesty, integrity, fairness, and security of the Gaming Operation(s). The Gaming Inspector maintains a presence during all hours (but at various times) at the Gaming Operation(s) to monitor for compliance with the NIGC MICS, Tribal/State Compact, Tribal/State Minimum Internal Control Standards (MICS), Tribal Internal Control Standards (TICS), rules and regulations as well as applicable laws and ensures the protection of the Gaming Operation's patrons, employees, environment, and safety.

Qualifications:

TL 16.0 (Trainee):

- High School Diploma or GED.
- Trainee Position: Position transitions to TL 17.1 after 1 years-experience, satisfactory evaluations and STGC Compliance Agent's approval, position transitions from TL 17 to TL 19.1 after 2 years-experience, satisfactory evaluations and STGC Compliance Agent's approval. Trainee position will include additional oversight provided by, or delegated by, the Compliance Agent. Work will be periodically reviewed for compliance with departmental standards, applicable laws and guidelines by the Compliance Agent.

TL 19.0:

- AA Degree from an accredited college or university with a degree in business administration, public administration, accounting, or other applicable field, or equivalent combination of education and work experience, including at least a minimum of two years gaming experience.
- Knowledge of NIGC MICS, Gaming Regulations, Tribal/State Compact, Tribal/State MICS, TICS and Gaming Operation Policies and Procedures.

Job Functions:

Maintains a presence at the Gaming Operation(s) to monitor for compliance with the NIGC MICS, Tribal/State Compact, Tribal/State MICS, TICS, rules and regulations as well as applicable laws.

- Must be present to observe the shipping, receiving, installation, relocation, removal, storage of VLT machine/gaming device. Must be present whenever the STGC wire seal is broken and is responsible for resealing machines and/or gaming devices.
- Secures and tests EPROMs that control payouts and internal functions of all electronic gaming devices.
- Maintains a perpetual inventory of all electronic gaming devices and EPROMs.
- Inspect the Gaming Operation(s) at random during all hours, including immediate access to all areas of the Gaming Operation(s) to ensure compliance with the Tribal/State Compact, Tribal Gaming Ordinance, Tribal/State MICS, TICS and Regulations.
- Investigate and report to the Compliance Agent, any potential violations of the NIGC MICS, Tribal/State Compact, Tribal/State MICS, TICS, rules and regulations, and applicable laws by the Gaming Operation(s).
- Investigate and report to the Compliance Agent any misconduct or alleged criminal gaming activity.
- Investigate cash variances and report findings to Compliance Agent.
- Investigate customer disputes related to gaming that involve more than \$500 and that are not resolved by management of the Gaming Operation(s).
- Observe the Slot/Video Lottery Terminal(VLT) or Table Games drop on a monthly basis.
- Conduct monthly compliance checks of VLT's, sensitive gaming inventories, Soft Count, Security and Surveillance logs, movement of cash within, into and outside the Gaming Operation(s), Security and Surveillance procedures, Game controls, and integrity of VLT Erasable Programmable Read Only Memory (EPROM) Inventory.
- Prepare a report for the Compliance Agent that identifies non-compliance with the Tribal/State Compact, Tribal/State MICS, TICS, Regulations, policies and procedures, and applicable laws.
- May assist in the review of documents relating to the Gaming Operation's compliance with federal laws and rules, and Gaming Regulations regarding currency transaction reporting.
- Must be present to verify primary jackpots of the wide area progressive VLT machines/gaming devices.
- Other duties as assigned.

Knowledge Skills and Abilities:

- Ability to read, analyze, and interpret Gaming Regulations, Tribal/State Compact, Tribal/State MICS, TICS and Gaming Operation Policies and Procedures.

- Ability to work and complete tasks independently.
- Ability to respond to questions from managers, patrons, employees and the public. Must possess excellent interpersonal skills and exercise discretionary judgement in decision making while under pressure. Must be able to handle a variety of tasks at the same time with frequent interruptions and meet reasonable deadlines. Proficient in basic PC skills, i.e. Microsoft Word, Excel, Outlook and the ability to write reports and business correspondence.

Employment conditions with the Siletz Tribal Gaming Commission:

- Must submit to and pass a background investigation and drug test and be licensed by the Gaming Commission.
- Position requires a valid Oregon driver's license or qualify to obtain one.
- Must sign a confidentiality agreement and sign and adhere to a code of ethics to ensure that confidential and sensitive information of STGC remains confidential.
- Must be flexible with work schedule.
- The individual in this position is prohibited from playing any games or entering any contests or promotions at all Siletz Tribal Gaming Operations.

Physical Requirements:

Must be able to lift or exert 40 pounds of force to carry, push, pull or move objects.