



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
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La Conner, WA 98257
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Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy ?	
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: Gaming Agent Level 1

DEPARTMENT: Tribal Gaming Agency

POSITION SUMMARY: Gaming Agents supervised by the Deputy Director, work and cover a 24/7 schedule in a very complex and specialized environment, utilizing well developed diplomatic skills, Gaming Agents monitor and enforce all aspects of the implementation of the Tribal/State Compact for Class III gaming as well as federal/tribal regulations for Class II gaming. Following the implementation phase, they conduct day to day monitoring of Class III and Class II operations for compliance with the terms of the Swinomish Title 16 "Gaming Code", Swinomish Gaming Commission "Rules and Regulations", NIGC and Tribal "Minimal Internal Control Standards", Swinomish Tribal-State Compact and Casino Internal Controls. This includes observing, investigating, and reporting all violations that come to their attention during the course of their duties. Investigations may include highly complex criminal conspiracies; detailed reviews and audit of financial records; incidents of cheating and/or theft; and undercover assignments. Gaming Agents must also be prepared to provide specialized training and assistance to tribal personnel, law enforcement officers, and agents from other jurisdictions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Functions as a diplomat, representing the Tribe, in all dealings with the representatives and employees of other jurisdictions. Agents must recognize and respect the "government to government" relationship that exists between the tribe and state. Comprehends the importance of gained knowledge and appreciation achieved by a high degree of cultural awareness.
- Plans, organizes, and conducts both routine and complex investigations dealing with either administrative or criminal violations occurring within Swinomish Casino or within the exterior boundaries of the Swinomish Indian Reservation pertaining to gaming under Title 16 code.
- Collects, examines, maintains, and properly accounts for physical evidence of criminal and/or administrative violations.
- Coordinates investigative efforts with: other tribal governments; other tribal gaming agencies; local, state, and federal law enforcement agencies, Washington State Gambling Commission and other jurisdictions.

- Interacts with, and provides training and assistance to, a variety of persons and agencies including: the public; tribal government and any others as may be deemed necessary. Such activities may involve oral and/or written presentations.
- Develops investigative checklists, and other documentation associated with specialized activities.
- Conducts interviews of witnesses, subjects, and suspects as a means of collecting or corroborating evidence.
- Gathers intelligence information involving gambling activities and disseminates such as authorized persons and agencies.
- Assists in the review of gambling activities and rules as proposed by the casino.
- May act as a backup to agents involved in other specialized investigative techniques.
- Observing the Casino's Drop and Count process assuring the integrity of the casino assets
- Conduct day to day monitoring of Class III and Class II gaming operations for compliance with Tribal-State Compact, NIGC, Commission Rules and Regulations, Gaming Code Title 16 and Casino Internal Controls.
- Maintains strict confidentiality at all times, of all information within the Gaming Agency Office, including but not limited to applications, employee information, wage information, financials and other sensitive information related to the Gaming Agency and the gaming facility.
- Keep the Executive Director and Deputy Director informed and updated on all situations and activities within the department and gaming facility on a daily basis.
- Maintain knowledge of gaming laws, regulations, gaming facility internal controls and policies.
- Review and comment on internal control and policy submissions regularly.
- Always provide a professional example to others.
- Required to maintain and document all unusually activities in Daily Log and generating Incident Reports as required per Tribal-State Compact.
- Perform TGA checklists or Audits as assigned.

MINIMUM QUALIFICATIONS

- Must be knowledgeable of the Casino Industry or Tribal Gaming Regulatory Environment preferred
- Must have at minimum (0-5) years work experience in the Casino Industry or Regulatory Environment preferred
- Must be 21 years of age or older.
- Must have a valid Washington State driver's license.
- Must pass background check.
- High School Diploma or GED equivalent required.
- College courses or Information Technology schooling in related field preferred.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Excellent communication/writing skills to effectively communicate with various departments, staff, vendors, and executives using poise, tact, and diplomacy.
- Strong math and analytical skills with emphasis on researching, interpreting, and translating a variety of data.
- Strong organizational skills and methodical in conducting work, i.e., prioritizing, multitasking, and planning.
- Ability to maintain composure, think clearly, perform well under pressure, exercising good judgment in appraising difficult situations and making appropriate decisions.
- Ability to foster a cooperative and team-oriented work environment.
- Ability to compose business correspondence, i.e., letters, memorandums, etc.
- Must be computer literate with Microsoft Office, Word, Excel, etc.. with the ability to learn new software applications readily from a user standpoint.
- Strong customer relation skills, dealing with public
- Must occasionally lift and/or move up to 40 pounds.
- May do the majority of their work in front of a computer.
- Must present a professional and neat appearance
- Must be physically capable of making a forcible detainment
- Must be able bend without difficulty and stand for prolonged periods of time.
- Will be required to work in a smoke-filled environment
- Required to work any shifts, Days, Swing, Grave, including Holidays.

WORK ENVIRONMENT AND TIME COMMITMENT

- 1. Work schedule is 40 hours per week. This is a full-time position.
- 2. Tasks are performed mostly indoors in both an office setting and casino gaming environment.
- 3. Considerable time may be spent at a computer work station in the performance of administrative tasks.
- 4. Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing or walking.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of _____ is considered to be an exempt "standard hour" position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: _____ Date: _____

Supervisor: _____ Date: _____