



Confederated Tribes of the Colville Reservation

Human Resources Office P.O.Box 150 Nespelem, WA 99155
(800) 506-9434 (509) 634-2843 Fax (509) 634-2864 www.colvilletribes.com

POSITION: On-Call Tribal Gaming Agent
SALARY: \$12.90 per hour
REPORTS TO: TGA Lead
LOCATION: Okanogan Bingo/Casino, Mill Bay Casino, and Coulee Dam Casino

BASIC FUNCTIONS: The incumbent of this position is responsible for the on-site regulation of the gaming operation as authorized by the Colville Tribal Law & Order Code, Chapter 6-5 Gaming to assure that codes, laws, ordinances, regulations, and policies are implemented and that the gaming operator meets compliance requirements as set out in the Colville Tribes Law & Order Code Chapter 6-5 Gaming, the Rules & Regulations of the Colville Tribal Gaming Commission, the Indian Gaming Regulatory Act of 1988 (IGRA), and the regulations of the National Indian Gaming Commission (NIGC) including the Minimum Internal Control Standards (MICS), the Washington State Tribal Compact, when applicable, and such other regulations as the Commission may adopt.

MINIMUM QUALIFICATIONS (Education and Training):

- Must have a High School Diploma or GED.
- Must have an associates degree in accounting or closely related field; or
- 24 months combined training/education within the gaming industry, law enforcement or accounting field; or
- 36 months of progressive responsible clerical accounting, bookkeeping, or closely related experience demonstrating the ability to perform the functions of the positions.
- Knowledge of class II and III gaming rules and regulations under the Indian Gaming Regulatory Act (IGRA) and National Indian Gaming Commission (NIGC) and Washington State Tribal Compact.
- Must possess knowledge of the principles of auditing, accounting and financial reporting.
- Knowledge of financial investigations, which includes fraud, record search, and white-collar criminal investigation.
- Must possess the ability to write clear and concise investigative and financial reports.
- Must have a working knowledge of casino surveillance and security programs.
- Ability to present investigations or reports to the Commissioners, members of the public, and courts.

RECRUITING INDICATORS (Knowledge, Skills, and Abilities):

- Must have knowledge of general office practices and procedures.
- Must have the ability to carry out assignments discreetly, effectively, and efficiency in sensitive, confidential circumstances.
- Must be able to work independently, be detail oriented (written & oral), and have a consistent attendance record.
- Must have the ability to clearly and concisely outline project proposals, both orally and in writing, including the ability to use good English grammar.
- Must possess analytical skills in researching various data, identification or area sensitive applications, problem areas, and ability to present and apply solutions.
- Must have excellent organizational skills in order to work within a team-structured office environment, and demonstrate ability to be a team player.

RECRUITING INDICATORS cont'd:

- Ability to develop and maintain positive peer relationships and provide assistance in a friendly, helpful manner to all employees, visitors, and staff.
- Ability to learn, understand and apply the regulations as set forth by the Gaming Commission.
- Ability to deal effectively with frequent interruptions, and work on several tasks simultaneously.
- Ability to establish priorities and organize own workload.
- Must have some skill in the use of office equipment, i.e. – computers, copiers, facsimiles, 10-key, etc.
- Must be able to work rotating shift schedule (day shift, swing shift, graveyard shift including weekends and holidays) and travel.

SPECIAL REQUIREMENTS:

- Must possess a valid State Driver's License and are eligible for the Tribes vehicle insurance.
- Must successfully clear an extensive Criminal History Background Inquiry.
- Must be able to tolerate a significant amount of work hours functioning in a smoke-filled casino.
- Gaming Employees or Agents cannot gamble in any Colville Tribal Gaming Establishment.
- Must be able to sit for extended periods of time.
- Must be willing and able to work weekends, holidays and all shifts (Day, Swing, & Graveyard).
- Must be willing to travel as required.
- Must qualify for a Colville Tribal gaming license and must maintain these qualifications while employed with any Colville Tribal Gaming Establishment.

Note: This position has been identified as a "Safety Sensitive" position. Pursuant to CCT policies, this position is subject to pre-employment, post-accident, and random drug testing.

TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE EQUALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.

CLOSING DATE: Open Continuously.

INFORMATION:

Colville Tribal Gaming Commission
Physical address: 729 Jackson Street
Mailing address: P.O. Box 1647
Omak, WA 98841
Contact person: Dannise Davisson, Staff Assistant
Phone: (509) 422-7716 Fax: (509) 422-7719
dannise.davisson@colvilletribes.com