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: Part-time Soft Count Tribal Gaming Agent

SALARY: $10.10 per hour; less 5% during probation (20-30 hrs. per week)

REPORTS TO: TGA Lead/TGA Field Supervisor

LOCATION: Okanogan Bingo/Casino, Mill Bay Casino, and Coulee Dam Casino

BASIC FUNCTIONS: The incumbent is responsible for monitoring the counting, verifying, and recording the contents of various income sources by the Colville Tribal Casinos Count Teams in accordance with the Tribal MICS for the Drop and Count, and transferring of the funds into Cage Department accountability. The incumbent must be knowledgeable in the on-site regulation of CTEC gaming operations as authorized by lville Tribal Gaming Commission (CTGC), the Indian Gaming Regulatory Act of 1988 (IGRA), the regulations of the National Indian Gaming Commission (NIGC), including Minimum Internal Control Standards (MICS), the CCT Tribal-State Compact and such other laws and regulations as may be applicable to the tribal gaming operations. The incumbent will also monitor the Count Team members who are responsible for ensuring that the appropriate count documents are completed and provided to the Accounting Department for purposes of auditing. The incumbent has the responsibility for reporting on compliance of employees, managers, and supervisors of the Colville Tribal Gaming Operation with all applicable laws, rules, regulations, policies, procedures and professional standards of conduct.

MINIMUM QUALIFICATIONS (Education and Training):

- Must possess a High School Diploma or G.E.D.; AND
- Knowledge of Class II and Class III gaming regulations and rules under the Indian Gaming Regulatory Act (IGRA), National Indian Gaming Commission (NIGC), the Colville Tribal Gaming Commission and the CCT Tribal-State Compact is preferred.
- Ability to write clear and concise investigative and financial reports.
- Ability to present investigations or reports to the Colville Tribal Gaming Commission, members of the public, and courts.
- Must adhere to STRICT CONFIDENTIALITY with all Commission information in trust and confidence and shall not disclose confidential Commission information to any third party without the written consent of the Commission. Must sign Confidentiality and Code of Ethics Agreements.
- Must possess and maintain a valid Driver's License and be eligible for the Tribes' vehicle insurance.
- Must be qualified and suitable for a Tribal gaming license under Tribal, State, and Federal requirements. Tribal gaming license applications must be completed and submitted to the Colville Tribal Gaming Commission with CCT general application.
- The Confederated Tribes of the Colville Reservation is a drug free workplace. Commission employees must adhere to a healthy drug free lifestyle in compliance with Tribal policy and the Commission Personnel Addendum.
- Must be willing to accept a transfer to a different wo if necessary.
- Must be willing to comply with Commission Personnel Addendum requirements.
- Must be able to travel as required. Travel to multiple casino sites is required; must be able to tolerate a smoke-filled environment when at those sites.
- Must be willing and able to work weekends and holidays.
- In accordance with Section 6-5-52 of the Colville Tribal Code and the Commission Personnel Addendum, Commission employees are prohibited from participating as a player in any gaming activities conducted by the Tribes.
- Must be able to sit or stand for extended periods of t .
- Must have manual and hand dexterity for equipment operations.

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 efficiently in sensitive, confidential circumstances

GAMING

RECRUITING INDICATORS (Knowledge, Skills, and Abilities): continued

- Must be able to work independently, to be detail oriented, and to have a consistent positive work attendance record.
- Must have the ability to communicate in English clearly and concisely, both orally and in writing.
- Must be able to work in a confined area for long periods.
- Must be able to develop and maintain positive peer relationships and provide assistance in a friendly, helpful manner to all employees, visitors, and staff. Must have demonstrated ability to be a "team player" and work within a team structured environment.
- Must have the ability to learn, understand and effectively apply the applicable laws, rules and regulations.
- Must have demonstrated ability in the use of office equipment, i.e.--computers, copiers, facsimiles, 10-key, etc.

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
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