



# Confederated Tribes of the Colville Reservation

Human Resources Office

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**POSITION:** Surveillance Field Supervisor

**SALARY:** \$41,620.80 - \$45,884.80 annually, less 5% during probation

**REPORTS TO:** Gaming Director

**LOCATION:** Coulee Dam, Omak-Okanogan, and Mill Bay Casino

**BASIC FUNCTIONS:** The Surveillance Field Supervisor (Supervisor) acts under the direction of the Gaming Director and is responsible for the overall supervision of the Surveillance Department. Supervisor manages the day-to-day activities of the Surveillance Department and provides administrative support to the Gaming Director including the on-site operations in a positive and effective manner. Supervisor completes various administrative duties in a timely manner and is responsible for conducting overt/covert investigations within a gaming facility to ensure compliance with applicable federal, state and tribal laws and regulations. Supervisor trains, evaluates performance, and tests Surveillance Observers (Observers) for proficiency in all areas of compliance and regulatory requirements. Additional responsibilities include directing and supervising all work activities of assigned staff including daily, weekly and monthly reports to the Gaming Director regarding the work Surveillance Department work flow. Supervisor will contribute to the Colville Tribal Gaming Commission (Gaming Commission) mission of developing and enforcing regulations and policies affecting gaming operations for the protection of the Tribal assets and the gaming public thereby maintaining the honesty, fairness, integrity, security and audit ability of the gaming operation. Supervisor ensures that Commission operations are conducted in an efficient and effective manner, and in accordance with all legal requirements. Supervisor assures that codes, laws, ordinances, regulations, and policies are implemented and that CTEC Gaming Division complies with the requirements set out in Chapter 6-5 (Gaming) of the Colville Tribal Code, the regulations, including Minimum Internal Controls (MICS) of the Gaming Commission, the Indian Gaming Regulatory Act of 1988 (IGRA), the regulations, including MICS, of the National Indian Gaming Commission (NIGC), the Colville Confederated Tribes (CCT)-Washington State Class III Compact, when applicable, and such other laws and regulations as may apply. Supervisor may be delegated responsibility for performing information technology functions for Gaming Commission staff, so long as these responsibilities do not create an incompatible function.

## **MINIMUM QUALIFICATIONS (Education and Training):**

- Must have a high school diploma or GED Certificate.
- Associate Degree in accounting or law enforcement or related field is preferred with at least three (3) years experience as an accountant, criminal investigator, law enforcement supervisor, or public administrator; **OR**
- Minimum of five (5) years experience working in the table games department as a table games supervisor /or surveillance supervisor within a major casino operation; **OR**
- Any satisfactory combination of experience and training which demonstrates the knowledge, skill and ability to perform the duties as described above; **AND**
- Specialized training in the gambling industry or law enforcement, or other regulatory agency is preferred.
- Must have thorough understanding of federal and tribal gaming laws and regulations.
- Must have thorough knowledge of casino departmental procedures, including protection techniques of all table games.
- Must be able to develop and implement a casino surveillance program including hiring qualified surveillance staff.
- Must have knowledge of and ability to use surveillance video equipment, to direct investigations, to write efficient and effective reports, and to communicate and work well with Gaming Commission staff and casino departments.
- Must have specialized training in the gambling industry or law enforcement, or other regulatory agency.
- Must have supervisory skills to train, monitor performance, coach and counsel.
- Must adhere to **STRICT CONFIDENTIALITY** in reference to work-related information
- Must possess and maintain a valid Washington State driver's license and be eligible for the Tribe's vehicle insurance.
- Must be qualified and suitable for a tribal gaming license under tribal, state and federal requirements. A tribal gaming license application must be filled out and submitted with a general application to be considered for the position.

**MINIMUM QUALIFICATIONS (Education and Training): continued**

- Must have manual and finger dexterity for operation of personal computers, office machines, and routine paperwork.
- Must have ample organization skills in order to work within a team-structured environment.
- Must have an understanding of, skills, and experience in the use and application of current computer software applications.
- 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 casino sites.
- Must be willing to work irregular hours, when necessary, and be available to Tribal Gaming Agents and the Gaming Director via phone 24-hours a day, 7-days a week.
- May be required to enter buildings, which do not, and are not, required to meet handicapped accessibility standards.
- 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.
- In accordance with Section 6-5-52 of the Colville Tribal Code and the Commission Personnel Addendum, Gaming Commission employees are prohibited from participating as a player in any gaming activities conducted by the Tribes.
- Must be Endura Administrator or Endura Certified technician OR demonstrate knowledge and proficiency in digital video recording.

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

- Must be able to insure compliance with CCT gaming law, Gaming Commission regulatory requirements, including MICS, Indian Gaming Regulatory Act (IGRA), National Indian Gaming Commission (NIGC) regulatory requirements, including MICS, The CCT-Washington State Class III Compact when applicable, and other applicable laws and regulations.
- Must have ability to conceive, plan, conduct and coordinate administrative reviews.
- Must possess knowledge of the principles of auditing, accounting and financial reviews.
- Must have understanding, skills, and experience in the use and application of current software applications.
- Must be able to deal effectively with frequent interruptions and work on several tasks simultaneously.
- Must have the ability to write complete and clear investigative and compliance reports.
- Must have the ability to communicate tactfully and effectively.
- Must have the ability to give public presentations on gaming programs to the Gaming Commission, Colville Business Council, members of the public, governmental and private industry groups.
- Must be familiar with CCT government and administrative programs, systems, and organizational structure.
- Must demonstrate ability to communicate effectively, concisely, and courteously with diverse groups of people.
- Must have knowledge of financial investigations, which include fraud, records searching and white-collar criminal investigations.
- Must have knowledge of annual budget preparations.

**NOTE: This position has been identified as a "Safety Sensitive" position. Pursuant to CCT Polices, 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 Until Filled

**INFORMATION:** Colville Tribal Gaming Commission  
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Omak, WA 98841  
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**GAM**