

**The Confederated Tribes of the
Grand Ronde Community of Oregon**

Job Title: Gaming Inspector
Reports to: Executive Director Gaming Commission
Average hours per week: 40

Dept: Gaming Commission
Grade: 11
FLSA status: Exempt

Job Summary

Contributes to the Grand Ronde Gaming Commission's (Gaming Commission) mission of developing and enforcing rules, regulations, standards, ordinances and policies affecting gaming operations for the protection of the Tribe and gaming public, thereby maintaining honesty, fairness, integrity and security of the gaming operation. Monitors compliance at the gaming facility with all gaming internal controls, rules and regulations, and investigates and reports misconduct or alleged criminal activity.

Essential Functions

Monitors and enforces compliance with all gaming internal controls, rules and regulations.

1. Maintains a presence at the gaming facility to monitor for compliance with the Tribe-State Compact, Regulations, Minimum Internal Control Standards, Game Rules and applicable law.
2. Investigates and reports potential violations of the Tribe-State Compact, Regulations, Minimum Internal Control Standards, and Game Rules.
3. Investigates and reports misconduct or alleged criminal gaming activity.
4. Investigates any cash variances greater than \$100 and reports findings.
5. Investigates and reports unresolved gaming related disputes between patrons and the gaming operation.
6. Responds to and verifies primary jackpots of the wide area progressive system.
7. Required to be present when any Gaming Commission seal is broken on any gaming device or progressive controller and is responsible for resealing the gaming device or the progressive controller.
8. Observes the Video Lottery Terminals or table games drop on a monthly basis.
9. Conducts monthly compliance checks of Video Lottery Terminals.

Additional Functions

1. Assists in the quarterly audits of the gaming operation.
2. Performs a variety of other duties as assigned by supervisor.

Qualifications

1. Requires an Associates Degree in criminal justice or related field, or a demonstrated ability through a combination of education, experience and training to perform the duties of the job.
2. Requires a minimum of two (2) years of experience in the regulation of gaming or law enforcement, or a combination of both.
3. One (1) year of gaming or criminal investigative experience required.

4. Knowledge of gaming regulations, minimum internal control standards and operational procedures preferred.
5. Ability to exercise discretionary judgment.
6. Ability to work and complete tasks independently.
7. Ability to define problems, collect data, establish facts and draw valid conclusions.
8. Ability to interpret a variety of information furnished in written, oral, diagram or schedule form.
9. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, legal documents, intelligence information and governmental regulations.
10. Ability to write reports and business correspondence.
11. Ability to make effective presentations and respond to questions from managers, patrons, employees and the general public.
12. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.
13. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
14. Skills in use of computer equipment and standard software.
15. Ability to handle a variety of tasks at the same time with frequent interruptions and meet reasonable deadlines.
16. Excellent interpersonal skills. Considerable tact is required in explaining and discussing difficult information.
17. Knowledge of Native American culture preferred.

Special Working Requirements

1. Works with confidential/sensitive information; must sign a Confidentiality Agreement and sign and adhere to a Code of Ethics.
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2. As a condition of employment, the employees of the Gaming Commission are prohibited from working in any gaming related positions at the gaming facility for a period of 12 months after termination of employment, unless waived by the Commission.

Typical Physical Activity and Environmental Conditions

Physical Requirements

1. Continually requires the ability to express or receive detailed information or important instructions through oral communication.
2. Continually requires working with fingers rather than the whole hand or arm.
3. Continually requires repetitive movement of the wrists, hands and/or fingers.
4. Often requires walking or moving about to accomplish tasks.
5. Occasionally requires standing and/or sitting for sustained periods of time.
6. Occasionally requires raising objects from a lower to a higher position or moving objects horizontally.
7. Occasionally requires stooping which entails the use of the lower extremities and back muscles.
8. Occasionally requires lifting of up to 20 pounds.

Environmental Conditions

The worker is frequently subject to inside environmental conditions which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.

Attendance

1. Required to comply with company attendance standards to fulfill essential functions.
2. On call 24 hours a day and work nights, weekends and holidays as required.

Safety

1. Supports a safe work environment by performing all duties in accordance with Tribal safety policies and procedures. This includes, but is not limited to: reporting all incidents and accidents to your supervisor timely (within 24 hours); maintaining work areas in a safe and healthful manner; reporting and correcting any unsafe working conditions; operating vehicles in a safe and lawful manner while conducting Tribal business; providing input and assistance to reduce or eliminate workplace hazards; actively supporting ongoing safety efforts, including recommendations of the safety committee.
2. Due to the nature of interactions with other employees and the public we serve, employees may be required to provide documentation of, or receive, certain health vaccinations.

Drivers License & Insurance Requirement

Must maintain a valid Oregon driver's license or obtain one upon hire, qualify for the Tribe's vehicle insurance, and provide proof of personal vehicle insurance.

Background Check

Candidates for this position are subject to a background investigation to include, but not limited to, a criminal, credit and character background check and fingerprinting. Employment is contingent upon the results of a background investigation.

Travel Requirements

Local travel is frequently required.

Disclaimer

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

This is an accurate description of the essential functions of my position.

Employee Signature

Date

Direct Supervisor/Manager Signature

Date