

## JOB DESCRIPTION

<b>Job Title:</b>	<b>COMPLIANCE OFFICER I</b>
<b>Department:</b>	Compliance Department
<b>Reports to:</b>	Compliance Supervisor and receives direction from the Compliance Assistant Manager and Compliance Manager
<b>Location:</b>	Gaming Commission Compliance Office/Chukchansi Gold Resort & Casino
<b>Shift:</b>	Flexibility of hours required; hours of operation are 24/7 and subject to call-in at any time
<b>Position Status:</b>	Regular Full Time
<b>Salary Level:</b>	Salary DOE

### SUMMARY

Successfully complete entry level training program. Become familiar with and understand Tribal, Federal, and State Gaming laws and regulations, including gaming facility internal controls and policies. Perform inspections of the gaming facility to ensure compliance of all internal controls, policies, and regulations. Examine records, reports, and documents in order to establish facts and detect discrepancies. Prepare reports of inspections and make recommendations for action. Observe, document, and report internal control and policy violations. Must become familiar with the use of software verification devices, slot machine installation procedures and complete required daily reports. Must have knowledge of basic arithmetic and be computer literate.

### EDUCATION AND/OR EXPERIENCE

A high school diploma or high school equivalency diploma is required to fill this position. An Associates Degree or equivalent of at least 60 units of college is preferred but not required. Gaming Commission, auditing, regulatory compliance, or inspector experience is preferred but not required. Entry level positions available. Training is available. Must pass *drug and alcohol screen*. Must pass a background investigation.