

**Picayune Rancheria of the Chukchansi Indians  
Tribal Gaming Commission**

**Job Description**

**Job Title:** Compliance Officer  
**Department:** Compliance Department  
**Reports To:** Compliance Supervisor / Compliance Senior Supervisor /  
Compliance Manager  
**Location:** Gaming Commission Compliance Office/Chukchansi Gold Resort  
& Casino  
**Shift:** Flexible of hours required; hours of operation are 24/7 and subject  
to call-in at any time  
**Position Status:** Regular Full Time  
**Salary Level:** DOE

**SUMMARY**

Perform a variety of tasks to assure compliance with provisions of Tribal Gaming Ordinance. Be present at the Gaming Facility at all hours of the Gaming operation, have access to all areas of gaming to ensure compliance. Reporting of violations, writing reports, receiving complaints and seek voluntary resolutions of complaints. Monitors Casino activities, transactions and reporting requirements to ensure compliance with Tribal, Federal and State gaming laws and regulations as well as compliance with required internal controls. Investigates and reports deficiencies and/or violations and conducts follow-ups to ensure implementation of appropriate corrective action. Certifies that gaming equipment complies with regulatory technical specifications. **At no time is the Compliance Officers to make any managerial correction of Casino Employees. Compliance Officers are to observe and report only.**

**SUPERVISION RECEIVED**

Receives directions from the Compliance Supervisor / Compliance Senior Supervisor / Compliance Manager

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Under the Supervision of the Compliance Manager, Compliance Senior Supervisor and the Compliance Supervisors includes the following.

1. Ensures confidentiality of all information in the Gaming Commission Office, includes, not limited to applications, employees, information from federal, tribal or state law enforcement and state gaming office.
2. Keep Compliance Manager and Compliance Supervisors informed and updated on all situations and activities within the Compliance Department.
3. Ensure that you become intimately familiar with the Tribal Gaming Ordinance and Casino Internal Controls.
4. Ensure that all departments provide for the physical safety and well being of employees of the Casino and Gaming Commission.

5. Complete end of shift reports for Supervisors approval.
6. Must be willing to travel and attend seminars and training without any problems.
7. Maintains control over access to sensitive areas of gaming devices.
8. Conducts testing of gaming devices computer control programmed storage media for verification of validity and authorized programming.
9. Monitors shipping, receiving, installation, relocation, removal, storage, etc. for gaming devices for security and compliance with applicable laws and regulations. Ensures accurate records are maintained.
10. Inspects all gaming equipment and supplies for integrity and compliance technical standards.
11. Randomly audits any gaming related transaction document for compliance with regulations and internal controls.
12. Monitors table games and drops for compliance.
13. Monitors count room activities for compliance.
14. Monitors bingo and pull-tab games, equipment, and supplies for integrity and compliance.
15. Monitors other non-gaming departments and personnel activities and transactions for compliance.
16. Writes reports and conducts necessary follow up investigations on reported or observed violations or deficiencies.
17. Works closely with Gaming Commission Audit, Surveillance personnel and Investigator as well as appropriate casino personnel in fulfilling responsibilities when assigned by Executive Director.
18. May occasionally work with outside regulatory or law enforcement officials as approved and necessary.
19. Inspects and monitors facility compliance with all environmental, health and safety regulatory requirements.
20. A working knowledge capable of operating testing equipment for all components of electronic devices.
21. Presents testimony on patron disputes to the Independent Gaming Review Board.
22. Must provide a professional example to others.
23. Must be able to guide and train less experienced compliance officers in the principle and fundamentals of compliance, including proper use of testing equipment, and all other compliance related activities.
24. Investigate actual or suspected health and safety hazards and works with Casino Risk Management
25. Observes card washing, checks cards, cuts cards, conducts inventory of cards and dice, issues and reissues replacement decks of cards.
26. Any other duties as assigned by the Commissioners

**At no time is the Compliance Officers to make any managerial correction of Casino Employees. Compliance Officers are to observe and Report only.**

## **SUPERVISORY RESPONSIBILITIES**

**This job has no supervisory responsibilities it is an “Observe and Report” position only. At no time is the Compliance Officers to make any managerial correction of Casino Employees.**

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential task satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

## **EDUCATION and/or EXPERIENCE**

Must have 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. Training is available.

## **ETHICAL BEHAVIOR**

Behaving honestly at all times. Treating persons in a humane manner regardless of the situation. Treating persons from all racial and ethnic backgrounds in a fair and equal manner. Refusing to accept or solicit gratuities. Properly handling the property taken belonging to others. Giving honest testimony in employee review boards or court. Obeying the regulations, rules, controls, and department policies. Must use fair and legal procedures when making decisions and writing infraction. Behaving politely and exhibiting good manners. Making an effort to be efficient in all efforts of Gaming Commission duties. Honoring confidential information. Respecting privileged communication. Properly caring for Gaming Commission, Casino and Public Property. Being at your appointed place of duty at the appointed time. Limiting your time away from work for appointments and personal needs.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports. Must be able to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## **MATHEMATICAL SKILLS**

Must be able to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **REASONING ABILITY**

Ability to define problems collect data, establish facts, and draw valid conclusions. Must have the ability to interpret extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **OTHER SKILLS AND ABILITIES**

Must have basic analytical and deductive reasoning ability. Must be competent in computer skills. Must have superior interpersonal communication skills. Must acquire a working knowledge of gaming equipment and technical specifications. Must acquire a working knowledge of applicable laws, internal controls, Tribal Gaming Ordinances, Tribal Gaming Commission Regulations, Tribal/State Compact, and casino policy and procedure.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to cigarette fumes. The employee is occasionally works near moving mechanical parts and is occasionally exposed to the risk of electrical shock.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include ability to adjust focus.

### **ENVIRONMENT WORK**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The employee occasionally works near moving mechanical parts and is occasionally exposed to the risk of low voltage electrical shock.

While performing the duties of this job, the employee is regularly exposed to cigarette fumes and airborne particles. The noise level in the work environment is usually moderate to loud.

### **EXAMINATION**

This is a promotion position and a written examination and/or interview may be administered to determine qualification. The examination or interview may include but not limited to, questions on the Tribal Gaming Ordinance, Tribal Gaming Commission Regulations, and the Tribal/State Compact.

**Take and successfully pass a drug screen and background check.  
Successfully pass a suitability determination.**

**Approved By:** \_\_\_\_\_  
**Gaming Commission**

**Date:** \_\_\_\_\_