



Picayune Rancheria of the Chukchansi Indians

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93614

(559) 412-5590 – FAX (559) 666-3321

POSITION DESCRIPTION – Compliance Officer

Reports To: Compliance Supervisor.

Department: TGC
Compliance Dept.

Status: Reg. Full-time

Salary Range: DOE

SUMMARY AND SCOPE:

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.

PRIMARY RESPONSIBILITIES

- 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.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- 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

SUPERVISION RECEIVED

Receives directions from the Compliance Supervisor

PRCI TRIBAL PREFERENCE

For purposes of hiring, promotions, transfers, and training all candidates must possess the "Minimum Qualifications" stated in the job description or job announcement. Minimum Qualifications are defined as those entry-level qualifications essential to the performance of the basic responsibilities for each job category, including but not limited to education, training, specific work experience, employment record and physical skills (where applicable).

Preference shall be given with respect to personnel decisions, layoffs, recalls, promotions, transfers, training and hiring. First, enrolled Tribal Members who meet the Minimum Qualifications shall not be denied if another individual at a lower preference has higher qualifications than are necessary for the position. Second, after preference is provided to enrolled Tribal Members, Native Americans who are enrolled members of a federally recognized tribe other than Picayune Rancheria of the Chukchansi Indians shall be provided preference over equally qualified non-Indian candidates, however if the non-Indian candidate is more qualified, a business decision may be made to hire or promote the best candidate.

If more than one person at the same preference level meets the Minimum Qualifications the decision-makers shall have discretionary authority to make the appropriate business decision in the best interest of the Tribe. Accordingly, when preparing job descriptions or job announcements care should be taken to establish qualifications that fit the desired needs of the position.

NATIVE PREFERENCE

Under Title VII 1964 Indian Civil Rights Act, Section 701(b) and 703(i), Preference in filling all vacancies will be given to qualified American Indian/Alaskan Native candidates.

(Approval Signature)

(Date)

(Employee Signature)

(Date)