



## ***Picayune Rancheria of the Chukchansi Indians***

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93614

(559) 412-5590 – FAX (559) 666-3321

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### **POSITION DESCRIPTION – Compliance Supervisor GRAVE SHIFT**

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**Reports To:** Compliance Asst. Manager/Compliance Mgr.

**Department:** TGC  
Compliance Dept.

**Status:** Reg. Full-time

**Salary Range:** DOE

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#### **SUMMARY AND SCOPE:**

Responsibilities include supervising compliance officers, providing training, guidance, and counseling on a regular basis and as required. Monitor gaming activities, observing, documenting, and reporting violations or deviations of policies, conducting inspections of the gaming facility and gaming device/software verification. Examine records, reports, and documents in order to establish facts and detect discrepancies. Research and interpret gaming laws, regulations, gaming facility internal controls and policies. Prepare, organize, and maintain inspection reports. Investigate possible gaming violations and complete follow-up inspections. Coordinate and assist management with job assignments, projects, and the review of internal control and policy submissions.

#### **PRIMARY RESPONSIBILITIES**

- Supervising compliance officers, providing training, guidance, and counseling on a regular basis and as required Schedule appointments and maintain calendars
- Monitor gaming activities, observing, documenting, and reporting violations or deviations of policies.
- Conducting inspections of the gaming facility and gaming device/software verification prepare communications, such as memos, emails, invoices, reports and other correspondence.
- Examine records, reports, and documents in order to establish facts and detect discrepancies. Create and maintain filing systems, both electronic and physical
- Research and interpret gaming laws, regulations, gaming facility internal controls and policies.
- Prepare, organize, and maintain inspection reports.
- Investigate possible gaming violations and complete follow-up inspections.
- Coordinate and assist management with job assignments, projects, and the review of internal control and policy submissions.
- Performs other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

- Must have a high school diploma or equivalent. An Associates degree from a two-year college or university is preferred but not required.
- Candidates must not currently be on or have received any disciplinary action within the last 6 months of the date of applying for the position.
- Candidates must have at least two (2) years experience working within a Tribal Gaming Commission . Must be knowledgeable and understand Tribal, Federal, State Gaming laws and regulations, including gaming facility internal controls and policies.
- Must be knowledgeable with the use of software verification devices, slot machine installation procedures and must have knowledge of basic arithmetic, knowledge of computers, including Word, Excel, and e-mail use.
- The candidate must also possess excellent written and oral communication skills. Candidates must submit and pass drug/alcohol screening, and a background investigation to determine suitability.
- A high school diploma or equivalent is required to fill this position. Candidates must have at least two (2) years experience as a Gaming Commission compliance officer, surveillance agent, auditor, or investigator.

**SUPERVISION RECEIVED**

Receives directions from the Compliance Assistant Manager/ Compliance Manager

**SUPERVISORY RESPONSIBILITIES**

Directly supervises up to four, Compliance Officers

**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.

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(Approval Signature)

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(Date)

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(Employee Signature)

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(Date)