

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2019-148 **Issue Date:** 06-11-19 **Closing Date:** 06-24-19

Compliance Agent II
Gaming Commission
Compliance Department
Hourly Wage: \$20.80/Regular/Full-Time

The Compliance Agent II provides guidance on incidents and provides the necessary 24/7 support to the department during non-traditional hours of operation to support the gaming operation. Responsibilities include ensuring that both divisions are maintaining and enforcing regulatory compliance, adhering to policies, procedures and directives. The Compliance Agent II carries the responsibility of making regulatory decisions on behalf of the Yakama Nation Gaming Commission as other Agent positions, the Compliance Agent II is to ensure the gaming operation is in compliance with Commission regulations and Tribal Internal Control Standards, the Tribal-State Compact, the Yakama Nation Gaming Ordinance of 1994 including Amendments and any other applicable regulations by writing thorough reports and enforcing non-compliance by issuing notices of violations when violations of those authorities occurs. Reporting of regulatory issues is required and must be immediate and thorough. Ability to communicate difficult issues with various staff and gaming operation associates is necessary and requires working in cooperation and closely with management. Review and prepare written reports when deviation occurs. This is a non-supervisory position although is required to be the point of contact for the Compliance department during the rotating shifts, weekends, Holidays, and overtime hours in order for the Commission to continue to function and provide 24/7 support to the Casino.

Knowledge, Skills and Abilities:

- Knowledge of Tribal, State, and Federal laws, regulations, and Tribal Internal Control Standards specifically in relation to the gaming industry.
- Knowledge of the principles and practices of tribal administration and general office practices and procedures.
- Knowledge of gaming procedures, game integrity and patron and asset protection processes.
- Knowledge of Class II and Class III gaming systems, hardware, software and pay and play characteristics.
- Knowledge of gaming pays and plays, cheat detection and prevention.
- Knowledge of and appropriate application with the use of force.
- Skilled in various personal computer applications, including Microsoft Work Excel, Works, and Access.
- Skilled in the operation and administration of the CCTV surveillance system utilizing the digital control system.
- Skills in order to work within a team structured office environment and demonstrate the ability to be a team player with all Gaming Commission staff.
- Skilled in handling multiple tasks under stress and pressure while maintaining accuracy.
- Ability to apply strong leadership and motivational skills.
- Ability to facilitate and lead projects and issues.
- Ability to review and decipher complex information.
- Ability to demonstrate strong interpersonal relationship skills that adhere to the values and business practices of the Commission.
- Ability to communicate effectively both orally and in writing.
- Ability to plan, organize and prioritize tasks and work assignments.
- Ability to review and interpret complex information.
- Ability to analyze technical documents and data and provide necessary reports and actions
- Ability to exercise leadership role with professionalism in a reserved manner with integrity and objectivity; provide an appropriate example.

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- Ability to develop and monitor customer service skills as established by the Commission.
- Ability to carry out assignments discreetly, effectively and in sensitive, confidential circumstances.
- Ability to maintain and promote strict standards of confidentiality and professionalism.

Minimum Requirements:

- Must have high school diploma or GED.
- Five years of compliance experience or any equivalent combination of education and work experience maybe substituted for required qualifications.
- Required to pass pre-employment drug test.
- Required to pass an annual thorough criminal background investigations.
- Must possess and maintain a valid Washington State Driver's License throughout employment.
- Must take an Oath of Office; sign a Code of Conduct and Confidentiality Agreements.
- Must be 21 years of age, physically fit, capable of lifting 75 lbs, have good vision, with corrective lenses if applicable, able to physically detain uncooperative subjects, able to successfully complete the WA St. Police Reserve Academy (required to train with firearm), and maintain certifications of oleoresin capsicum, handcuffing, expandable baton and defensive tactics for the protection of patrons and gaming operations associates and for the safeguarding of the Yakama Nation Gaming assets.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.