



COWLITZ INDIAN TRIBE
TRIBAL GAMING COMMISSION
JOB ANNOUNCEMENT

ilani Casino
Ridgefield, Washington

TRIBAL GAMING AGENCY (TGA) AGENT
Entry Level

POSITION DESCRIPTION

Title: Tribal Gaming Agency, Agent, 8 Positions

Schedule: Shifts vary

Location: ilani, Cowlitz Indian Casino – Tribal Gaming Commission

Opening Date: 11-7-16

Classification: Full Time

Salary Range: DOQ

Closing Date: Open

Position Summary: ilani Casino is currently under construction and scheduled to open in April 2017. The Cowlitz Gaming Commission is the regulatory agency of the Cowlitz Indian Tribe. This position is an entry level agent position. TGA Agents are responsible to protect tribal assets and to observe and report improprieties to their respective chain of command. TGA Agents monitor the property for compliance with the approved Tribal Internal Controls (TICS), Minimum Internal Controls (MICS), Commission Regulations, and the Washington Tribal/State Compact. This is a position of high sensitivity and integrity, and requires the ability to develop positive work relationships with Operations, State and Federal Regulatory authorities, Commission and tribal staff.

Tribal Gaming Agents work in all aspects of the implementation of internal controls, Tribal/State Compact for Class III gaming, and Tribal/Federal regulations for Class II gaming. This includes observing, investigating, and reporting all violations that come to their attention during the course of their duties to ensure the casino is in compliance. Investigations may include detailed reviews of financial records, incidents of cheating and or theft, patron disputes, possible violations of policies/procedures. Agents write, log and track detailed reports for compliance violations and unusual occurrences and make recommendations to bring areas into

compliance. Agents must also be prepared to assist casino security, surveillance personnel and agents/officers from other jurisdictions. TGA Agents report to a TGA Agent Supervisor.

Essential Functions:

To perform this job successfully, it is required an individual be able to perform each essential duty satisfactorily or be able to develop the ability to do so quickly.

- Provide outstanding customer service to all other employees of casino operations, surveillance staff, Commission staff, and third party vendors.
- Function as a diplomat representing the Gaming Commission with Federal, State, and local jurisdictions respecting the “government to government” relationship between the State and Federal authorities.
- Ensure compliance with Federal, State and Tribal/State Compact, National Indian Gaming Association (NIGC), Cowlitz Tribal Gaming Commission Regulations, Policies and Procedures, Minimum Internal Control Standards (MICS), and Tribal Internal Control Standards (TICS).
- Coordinates investigative efforts with other tribal gaming agencies, local, state, and federal law enforcement agencies. Such activities may involve oral and/or written presentations utilizing Word, Excel, Access, and/or PowerPoint.
- Completes checklists on gaming related items and specialized gaming activities.
- Must be able to work weekends, holidays as needed.
- Collects, examines, maintains, and properly accounts for physical evidence of illegal activity to assist in Commission hearings, trials, etc. in a timely manner.
- Observe shipping, receiving, installation, relocation, removal, storage of gaming devices for security and compliance.
- Observe all gaming equipment and supplies for integrity and compliance with applicable laws and regulations.
- Monitor table games, drops, counts, money transfers, and certain TLS jackpots
- Observe and report illegal activities, violations of gaming regulatory procedures for all revenue generation areas and other areas throughout the casino and surrounding property.
- Ability to submit clear written communications.
- Know or have the ability to learn all table games and have a basic understanding of the Tribal Lottery System (TLS) in order to document, track, and report cheats and scams.
- Excellent communication skills.
- Proficient in basic PC skills, i.e. Microsoft Office, Excel, Outlook.
- Maintain strict confidentiality in all casino matters.
- Maintain strong customer relations.
- Possess the ability to perform well, apply mature judgement and “common sense” in decision making while under pressure.
- Be able to handle intense multi-tasking in a high stress environment.

- Must attend State, Federal, Tribal, Casino and Department mandatory trainings and pass any applicable testing.

Qualifications:

- High School Diploma or equivalent.
- Degree in criminal justice or related field preferred but not required.
- Tribal regulatory experience preferred but not required.
- Law enforcement experience preferred but not required.
- Knowledge of accounting practices preferred but not required.
- Present a professional attitude and appearance in all situations.
- Knowledge of Cowlitz Tribal History and Washington State Indian History.

IMPORTANT NOTES:

- Must submit to and pass a criminal history background including credit check and drug test and be licensed by TGA.
- Must be eligible to obtain a valid gaming license.
- Must take and pass any random drug test, zero tolerance.
- Native American Preference.
- Must possess a current Washington Driver's license or qualify to obtain one.

The Cowlitz Indian Tribe is an Equal Opportunity Employer, and a Drug and Alcohol-Free workplace.

Except as provided by Title 25 CFR, Section 472, which allows for Indian preference in hiring, the Cowlitz Indian Tribe does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership or non-membership in an employee organization.

Please email resume, cover letter, and references to:

Shannon Schuetze at: s.schuetze@ctgc.cowlitz.org.

For information call (360) 727-3825