



COWLITZ INDIAN TRIBE
TRIBAL GAMING COMMISSION
JOB ANNOUNCEMENT

ilani Casino
Ridgefield, Washington

TRIBAL GAMING AGENCY (TGA) LEAD AGENT

POSITION DESCRIPTION

Title: Tribal Gaming Agency Lead Agent, 8 Positions

Schedule: Shifts vary

Location: ilani Casino – Tribal Gaming Commission

Opening Date: November 7, 2016

Classification: Full Time

Salary Range: DOQ

Closing Date: Until Closed

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. TGA Agents are responsible and accountable to the TGA Director. TGA Agents are responsible for the protection of tribal assets, and observe and report improprieties to their respective chain of command. TGA Agents monitor the property for compliance with the approved Tribal Internal Control Standards (TICS), Minimum Internal Control Standards (MICS), Commission Regulations, and the Cowlitz Tribal/State Compact. All suspicious activities and discrepancies are documented and reported to the respective chain of command. 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.

The TGA Lead Agent requires a certain level of expertise through experience and special training which qualifies him/her as knowledgeable in casino operations, accounting systems, internal controls, surveillance systems, game protection, cheating techniques, and regulatory methods. Lead Agents act as trainers for new or inexperienced agents. In addition, they possess a high level of knowledge and understanding of Tribal/State Compact, Tribal/Federal Internal Controls (NIGC MICS/TICS) and the Indian Gaming Regulatory Act (IGRA). The TGA Lead Agent will be an acting Supervisor during the absence of a TGA Supervisor.

Tribal Gaming Agents work in all aspects in 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 theft. Agents must also be prepared to assist casino personnel and agents 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.
- Ability to assume limited supervisory authority in the absence of a TGA Supervisor.
- 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 operational compliance with Tribal/State Compact, Indian Gaming Regulatory Act (IGRA), Cowlitz Tribal Gaming Commission Regulations, Policies and Procedures, MICS, and TICS, and other Federal and State regulations.
- Coordinate 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.
- Plan, organize, and conduct routine and complex audits that may lead to investigations dealing with internal controls, casino procedures, gaming regulations and Tribal Ordinance violations occurring within the Cowlitz ilani Casino.
- Train new or inexperienced agents.
- Gather intelligence information involving gambling activities and disseminate to other agencies.
- Review and approve internal controls and rules as proposed by the casino operations.
- Must be able to work weekends and holidays as needed.
- Must have a complete understanding of the “chain of evidence” rules.
- Collect, examine, maintain, and properly account for physical evidence of illegal activity to assist in Commission hearings, trials, etc. in a timely manner.
- Observe shipping, receiving, installation, relocation, removal and 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 and violations of gaming regulatory procedure for all revenue generation areas and other areas throughout the casino and surrounding property.
- Ability to submit clear written communications via case reports.
- 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.
- Command of state laws, Indian gaming regulations, and Tribal/State Compacts related to gaming.
- Present a professional attitude and appearance in all situations.

Qualifications:

- Degree in criminal justice or related field preferred.
- Five years of Washington State tribal regulatory experience preferred.
- Five years of law enforcement experience preferred.
- Specialized training with emphasis in either investigative or fraud auditing preferred.
- Knowledge of Cowlitz Tribal History and Washington State Indian History.
- Know or have the ability to learn all table games and have a basic understanding of the Tribal Lottery System (TLS).
- Excellent communication skills.
- Proficient in basic office productivity applications, i.e. Microsoft Word, Excel, Outlook.
- Experience with audit/review programs, checklists, and other documentation associated with specialized gaming activities.

IMPORTANT NOTES:

- Must submit to and pass a criminal history background, including credit check and drug test and qualify to 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) 717-3825