



QUECHAN INDIAN TRIBE

Fort Yuma Indian Reservation

P.O. Box 1899 • Yuma, Arizona 85366-1899

Human Resources Department

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 572-2961

POSITION DESCRIPTION

Position: Compliance Technician-Tribal Gaming Office **Salary:** \$19.23 Hourly Non-Exempt

Opening: Monday, March 6, 2023

Closing: Friday, March 17, 2023

BASIC FUNCTION:

Under the direct supervision of the Executive Director, the Compliance Technician is responsible for all aspects of compliance involving gaming devices, programs and systems operated at the Quechan Paradise Casino. Understanding of all gaming device hardware and software operating systems. Assists the Compliance Officer in the reporting of administrative duties, gaming audit programs and systems of the gaming operation to maintain and ensure the fair and honest operation of all gaming activities, to protect the public health, welfare and safety for the Quechan Indian Tribe.

The above duties and responsibilities are not an all-inclusive list, but rather a general representation of the duties and responsibilities associated with this position.

DUTIES & RESPONSIBILITIES

- Monitors and enforces the Gaming Code of the Quechan Indian Tribe, Arizona Tribal/State Gaming Compact and National Indian Gaming Regulations.
- Maintains a perpetual inventory and control of all electronic gaming machines, gaming machine software, sports book equipment, sports book software and all other regulated items critical to public game play.
- Shall assist with review and approval of floor plans and surveillance systems.
- Oversees the receipt and release of all regulated game outcome software, to include, program chips (EPROMS), flash drives or USB software for use by slot department, sports book or table games.
- Prepare and manage gaming device action requests (AR's) for clear and concise information released to the Inspection staff via the Chief Gaming Inspector
- Assist the Chief Inspector in the investigation of non-compliance issues regarding the Tribal/State Compact/Code, Paradise Casino's Policy & Procedures, and/or Internal Control Handbook.
- Assist in review of the Gaming Operation Internal Control Policies and Procedures for administrative, gaming, and operational functions as established and approved by the Tribal Gaming Office.
- Assist in conducting periodic inspections of the financial records of the Gaming Facility to verify the accuracy and reliability of the information and that the facility is in compliance with the Gaming Code of the Quechan Indian Tribe and Arizona Tribal/State Gaming Compact.

- Assist in the preparation and maintenance of acceptable documentation of information collected and analyzed using a format such as financial audit working papers.
- Assist in the investigation of disputes or complaints as instructed by the Executive Director or designee and provide written documentation of the findings.
- Assist in the conduct of all aspects of the position within applicable rules and regulations of the Gaming Code of the Quechan Indian Tribe and Arizona Tribal/State Gaming Compact while maintaining strict confidentiality.
- Be observant to any physical hazards and acts and/or omissions that would jeopardize the safety of patrons and employees.
- Makes inspections of all areas of the Tribal Gaming Casino as required.
- Conducting facility inspections of the Gaming Facility to ensure compliance with the Health Code, Uniform Building Code, Uniform Mechanical Code, Uniform Plumbing Code and Uniform Fire Code to ensure the public health, welfare and safety of patrons and employees.
- Makes recommendations to correct problems or conditions that would violate the Gaming Compact or Tribal Gaming Code.
- Perform other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and understanding of all forms of Gaming regulated by the Tribal Gaming Office.
- Knowledge and ability to read, analyze, and interpret the Tribal/State Compact, Gaming Code of the Quechan Indian Tribe, National Indian Gaming Regulations and Gaming Operation Policies and Procedures.
- Ability to communicate effectively in the English language both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Knowledge of all departments of the gaming operation, to understand procedures and controls used and recommend changes when necessary.
- Ability to professionally respond to questions from managers, patrons, employees and the public.
- Ability to coordinate, organize, organize files work product for quick retrieval of information, and prioritize all aspects of this position.
- Ability to perform independent decision making with minimum supervision.
- Ability to carry out verbal or written instructions, handle multiple tasks and meet deadlines
- Ability to write reports, business correspondence, clear and concise memoranda and procedure manual.
- Ability to respond to inquiries from Executive Director, Chief Inspector and Commissioners.
- Ability to represent the organization in a professional manner, building respect and confidence.
- Ability to maintain confidentiality.

PERFORMANCE EXPECTATIONS ARE STANDARD FOR ALL POSITION DESCRIPTIONS

In performance of their respective tasks and duties all employees of Quechan Indian Tribe are expected to conform to the following:

- Display respect and understanding of Quechan Indian Tribe traditions and values.
- Uphold all principles of confidentiality to the fullest extent.
- Comply with Quechan Indian Tribe policies and procedures.
- Adhere to all professional and ethical behavior standards of the Quechan Tribe.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities, educational and training programs.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- Must be able to walk and stand for extended periods of time and must be able to carry, push, pull or move tools used in the course of duties.
- Tolerate cigarette smoke, large crowds, and a moderate noise level to excessively noisy at times.
- Extended hours and irregular shifts may be required.

QUALIFICATIONS

- Must be 21 years or older.
- High school diploma or GED.
- Minimum two (2) years experience performing administrative, fiscal gaming, operational analysis and audits or any combination of work experience that provides the ability to perform the essential to the functions of the position or;
- Experience of at least two (2) years of work involving statistical sampling and drawing inferences or any combination of work experience that provides the ability to perform the essential to the functions of the position.
- Must have complete understanding and knowledge of all Class II and Class III game classification
- Must learn, understand, and apply provisions of the Arizona Gaming Compact and other regulations governing the controlled software and equipment.
- Knowledge of other departments in the organization to understand procedures used.
- Knowledge of accounting, finance, business administration or operations management.
- Skilled in applying investigative questioning techniques in working with auditing checklist for inquiries.
- Ability to analyze information.
- Must possess excellent interpersonal skills and exercise discretionary judgment in decision making while under pressure.
- Must possess independent decision making with minimum supervision.

- Must coordinate, organize, and prioritize activities while maintaining confidentiality.
- Must possess good report writing, as a necessary tool for this position.
- Must possess basic typing skills, basic filing skills, proficient in basic PC skills, i.e. Microsoft Word, Excel, Outlook, Database Software and the ability to write reports and business correspondence.
- Must be motivated, a self-starting team player and be able to pay attention to detail in all work assigned and completed.
- Must successfully complete Criminal Justice Information Security Awareness Training and attain Certification within six (6) months of initial assignment, and biennially thereafter, for all personnel who have access to CJIS.
- Must successfully complete the Tribal Gaming Office Criminal Justice Information System Training within six (6) months of initial assignment, and biennially thereafter.
- Must maintain all CJIS certification appropriate to level of clearance.
- Must be able to read, write, speak, and understand English, and communicate effectively with others.
- Must be able to successfully pass a pre-employment drug/alcohol screen, random drug and controlled substance abuse tests, background investigation, obtain and maintain a Gaming License in Arizona, which is paid by the applicant upon offer of employment.
- Must maintain positive communication with co-workers and maintain a positive and professional work environment.
- Must sign a confidentiality agreement and adhere to a code of ethics to that confidential and sensitive information of the Tribal Gaming Office and proprietary information of the operation remains confidential.
- Must possess a valid driver's license and be insurable by the Tribe.
- Must be independently self-disciplined, motivated, and organized and possess reliable attendance.
- Maintain professional appearance, conduct, and impartiality in the performance of duties.
- Physical and emotional control adequate to meet the demands of assigned duties.
- Must be flexible with work schedule.
- Must also have dependable transportation.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

**Quechan Indian Tribe
Human Resource Department
350 Picacho Road
Winterhaven, CA 92283
Telephone: (760) 919-3600 Ext. 280
Fax: (760) 919-3661**

**Mailing Address:
P. O. Box 1899
Yuma, AZ 85366**

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at hrclerk@quechantribe.com
Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must** pass a pre-employment Alcohol/Drug screening and Background Check.