



QUECHAN INDIAN TRIBE
Ft. Yuma Indian Reservation
HUMAN RESOURCES DEPARTMENT
P.O. Box 1899 • Yuma, Arizona 85366-1899
Phone (760) 919-3600
Fax (760) 572-2961

POSITION DESCRIPTION

Position: Chief Inspector- Tribal Gaming Agency (CA) **Salary:** \$59,000.00 – \$69,000.00 Exempt

Opening: Wednesday, March 12, 2025

Closing: Tuesday, March 25, 2025

BASIC FUNCTION:

The California State Gaming Compact and the Tribal Gaming Ordinance requires the establishment of the Tribal Gaming Agency and staff of Agents. The Chief Inspector acts as the liaison between the Agents, the Executive Director, and Gaming Commission. The Chief Inspector position reports directly to the Executive Director and is to guide and maintain the stability of the Tribal Gaming Agency, make recommendations regarding the continued integrity of the Tribal Gaming Facility and assumes the overall responsibility of the day-to-day operation of the Tribal Gaming Agency in the absence of the Executive Director.

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:

- Under the immediate supervision of the Executive Director, monitors and enforces the Gaming Ordinance, IGRA, and State Gaming Compact, to assure the integrity of such operations.
- Shall report to the Tribal Gaming Agency Executive Director and Gaming Commission in written form any failure by the Gaming Facility to comply with any of the provisions of the Compact or Gaming Ordinance and any other applicable laws and ordinances of the Tribe.
- Shall receive consumer complaints within the Gaming Facility and assist in seeking voluntary resolution of such complaints.
- Shall assist with preparation of a plan for the protection of public safety and the physical security of patrons in the Gaming Facility.
- Shall protect the public interest in the integrity of gaming activities and prevent improper or unlawful conduct in the course of such gaming activities.
- Shall assist with review and approval of floor plans and surveillance systems and shall confer with the State Gaming Agency regarding the adequacy of such plans and systems.

- Shall assist with establishing and revising Policies and Procedures and Management for Class II and Class III gaming activities in accordance with the Gaming Ordinance, IGRA and the Compact.
- Shall assist with establishing a list of persons barred from the Gaming Facility.
- Accumulates all incident reports and exclusion notices for the preparation of referrals of patrons recommended for exclusion.
- Presents at the Commissioners meeting the recommendation of the persons "Banned".
- Provides a copy of the updated banned persons list to Surveillance, Security, and the Agents.
- Keeps the Executive Director informed of the patrons excluded from the casino.
- Shall receive on behalf of the Tribal Gaming Agency, any complaints from an employee of the Gaming Facility or any member of the public who is or claims to be adversely affected by an act or omission of the Gaming Facility which is asserted to violate the Ordinance, IGRA, the Compact or the Policies and Procedures of Management and Operations.
- Accountability; Accountable to the Executive Director of the Gaming Agency and to the Chairman of the Gaming Commission.
- Assumes the overall responsibility for the day-to-day operation of the Tribal Gaming Agency in the absence of the Executive Director.
- Manages and supervises the Gaming Agents personnel including hiring, scheduling, training and evaluating performance.
- Responsible for updating the Policies and Procedures for the Tribal Gaming Agency Agents.
- Supervisory: Direct supervision over the gaming Agents.
- Prepares and updates procedures for the licensing of Class II and Class III gaming personnel and vendors.
- Establishes and maintains a notification network between various gaming facilities within and outside the State of California.
- Is responsible for the managing of Agent staff disciplinary action.
- Compiles and makes reports for the State Gaming Agency, as required under this position.
- Reviews all reports and makes final distribution to appropriate managers.
- Oversee the receipt and release of all regulated game outcome software, to include program chips (EPROMS) to the slot department.
- Acts as liaison between the Gaming Facility and Tribal Gaming Agency.
- Performs periodic testing, examining, storing, issuing, and disposing of Gaming Equipment.
- Investigate and prepare written reports, on any potential violations of the NIGC MICS, Tribal/State Compact, Tribal/State MICS, TICS, rules and regulations, and applicable laws by the Gaming Operation(s).
- Shall act as the Local Area Security Officer for the Tribal Gaming Agency for matters with the Criminal History Record Information.
- Responsible for the use, handling, dissemination and destruction of Criminal Justice Information and Criminal History Record Information.
- Ensure all policies concerning Criminal Justice Information are written and kept up to

date.

- Responsible for training of all authorized personnel pertaining to Criminal History Record Information.
- Responsible for reporting all security events and to the National Indian Gaming Commission Information Security Officer (if CJIS related).
- Responsible for investigating and preparing a written report determining the full scope of a CJIS security incident breach of security, survey for areas of vulnerability and remedy any areas of volatility.
- Will be the point of contact for the interaction with the FBI Criminal Justice Information System Division concerning a breach of information.
- Conducts routine audits of the CJIS, in accordance with FBI/NIGC regulations.
- Prepares and presents weekly reports of all Tribal Gaming Agency activity to the Executive Director of the Tribal Gaming Agency.
- Reports on all critical events that occurred immediately to the Executive Director.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to read, analyze, and interpret Gaming Regulations, Tribal/State Compact, Tribal/State MICS, TICS and Gaming Operation Policies and Procedures.
- Must understand and apply provisions of the Gaming Compact and other regulations governing the rules and conduct of authorized games, gaming equipment, transactions involving casino patrons, and other safeguards as prescribed.
- Ability to respond to questions from managers, patrons, employees, and the public.
- Must be independently self-disciplined, motivated, organized and possess reliable attendance.
- Ability to make independent decisions with minimum supervision.
- Knowledge in the sources of information and laws governing the use and release of that information.
- Ability to analyze investigative information and perform investigative report writing.
- Ability to write reports, clear and concise memoranda, directives, business correspondence and procedure manual.
- Ability to coordinate, organize and prioritize activities while maintaining confidentiality.
- Be proficient in gaming industry regulations and organization operating procedures.
- Ability to become proficient in all procedures of all departments in the gaming facility, the department members, their duties, and the department chain of command.
- Must possess excellent interpersonal skills and exercise discretionary judgment in the decision making while under pressure.
- Must be able to handle a variety of tasks at the same time with frequent interruptions and meet reasonable deadlines.
- Proficient in basic PC skills, i.e., Microsoft Word, Excel, Outlook, and the ability to write reports and business correspondence.
- Ability to work and complete tasks independently.

PERFORMANCE EXPECTATIONS ARE STANDARD FOR ALL POSITION DESCRIPTIONS:

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

- Display respect and understanding of the Quechan Indian Tribe traditions and values.
- Fully uphold all principles of confidentiality.
- 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:

- 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 a moderate noise level to excessively noisy at times.
- Tolerate cigarette smoke and large crowds.

QUALIFICATIONS:

- Associate degree or Minimum of 5 years of professional level work experience in gaming or applicable field; or equivalent combination of education and professional level work experience. Gaming experience should include areas of supervision and/or management.
- Must have complete understanding and knowledge of all Class II and Class III games.
- Must have complete understanding and knowledge of the Tribal Gaming Ordinance, the State Gaming Compact, the Policies and Procedures of Gaming and the management concepts of gaming.
- Must have substantial experience in the administration of an agency involved in legalized gambling.
- Good investigative report writing, and superior oral and written communication skills are an essential part of this position.
- Ability to supervise and maintain good working relationships with Staff, Commissioners, and the public.
- Ability to interact with a diverse group of individuals in an above average manner in order to resolve problems related to assignments.
- Must possess and perform computer skills, systems and software, administrative office skills and public relation skills for performing this position.
- 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 Agency Criminal Justice Information System Training within six (6) months of initial assignment, and biennially thereafter.
- Must maintain CJIS certification appropriate to level of clearance.

- Must be able to successfully pass a pre-employment drug/alcohol screen, random drug and controlled substance abuse tests, background investigation.
- Must acknowledge and agree to maintain a Drug-free workplace as a condition of employment with the Quechan Indian Tribe.
- Must be able to obtain and maintain a Tribal Gaming License and State Certification, paid by the applicant upon offer of employment.
- Must dress appropriately for a professional office.
- Must sign a confidentiality agreement and adhere to a code of ethics to that confidential and sensitive information of the Tribal Gaming Agency remains confidential.
- Must possess a valid drivers license and be insurable by the Tribe.
- Must be independently self-disciplined, motivated, and organized and possess reliable attendance.
- Physical and emotional condition adequate to meet the demands of assigned duties.

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. 279
Fax: (760) 572-2961**

**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.