



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: Inspector-Tribal Gaming Office (AZ) Salary: \$19.04-\$28.56 Non-Exempt

Opening: Wednesday, March 5, 2025

Closing: Tuesday, March 18, 2025

BASIC FUNCTION:

This position reports directly to the Chief Inspector. The State Gaming Compact and the Tribal Gaming Ordinance call for the establishment of a Tribal Gaming Office and a staff of Inspectors. This organization is to be entirely separate and independent of the gaming operation. As an employee of the Tribal Gaming Office, the Gaming Inspector will strive to achieve the mission of enforcing and complying with all relevant laws, NIGC MICS Tribal/State Compact, regulations, ordinance, internal controls, policies, and procedures to maintain the honesty, integrity, fairness, and security of the Gaming Operation(s), as well as applicable laws and ensures the protection of the Gaming Operation's patrons, employees, environment, and safety. The Gaming Inspector maintains a presence during all hours (but at various times) at the Gaming Operation(s) to monitor for compliance. Inspectors are required on each shift and to ensure that all reports, patron disputes, compact violations, etc., are dealt with in a professional manner and that the proper reporting procedures are utilized.

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:

- Maintains a presence at the Gaming Operation to Monitor casino gaming operations and revenues.
- Maintain professional appearance, conduct, and impartiality in the performance of duties.
- Determine casino compliance with the Compact and all other applicable regulations concerning gaming.
- Inspect the Gaming Operation(s) at random during all hours, including immediate access to all areas of the Gaming Operation(s) to ensure compliance with the Tribal/State Compact, Tribal Gaming Ordinance, Tribal/State MICS, TICS and Regulations.
- Conduct monthly compliance checks of Gaming Machines, sensitive gaming inventories, Soft Count, Security and Surveillance logs, movement of cash within, into and outside the Gaming Operation(s), Security and Surveillance procedures, Game controls, and integrity of all regulated gaming equipment, erasable programmable read only memory

(EPROM) inventory.

- Be present to observe the shipping, receiving, installation, relocation, removal, storage of all gaming devices and kiosks.
- Observe and document slot machine logic board access and provide forms for the release/receipt of computer chips.
- Receives complaints from the public and take appropriate action.
- Checks employee's licenses on an on-going basis.
- Ensure all policies and regulations are adhered to in the operation of the casinos Sports Book and Tables operations.
- Observe and ensure Table Games dealing techniques and procedure for game operation, securing of daily drop are performed by licensees in accordance with approved procedures.
- Prepares required and directed reports.
- Must be present for all incoming/outgoing shipping of controlled gaming devices, present at the time the truck seal is broken for and is responsible for resealing of outgoing machines and/or gaming devices.
- Secures and tests EPROMs and other game software that control payouts and internal functions of all electronic gaming devices.
- Maintain possession and control of casino slot machine computer board access keys, tamper proof tape and logic seals.
- Investigate and prepares written reports to the Chief Inspector, 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).
- Must be present to verify primary jackpots of the wide area progressive gaming machines and must test gaming software on all jackpots in excess of 10K.
- Investigate customer disputes related to gaming that involve more than \$500 and that are not resolved by management of the Gaming Operation(s).
- Receives complaints from the public and take appropriate action.
- Be constantly observant to any physical hazards and acts and/or omissions that would jeopardize the safety of patrons and employees.
- Examines, test, and inspects gaming equipment as required by the Tribal Gaming Office.
- Assists the Chief Inspector in the investigation of non-compliance issues regarding the Compact/Code, Paradise Casino's Policy & Procedures, and/or Internal Control Handbook.
- Maintain a daily operational log of the shifts activities and required meter reading.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- 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 investigative report writing

- Ability to coordinate, organize and prioritize activities while maintaining confidentiality
- Be proficient in gaming industry regulations and organization operating procedures.
- Ability to learn, 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 possess excellent interpersonal skills and exercise discretionary judgment in 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.
- Become proficient in all procedures of all departments in the gaming facility, the department members, their duties, and the departmental chain of command.
- Ability to read, analyze and interpret Gaming Regulations, Tribal/State Compact, Tribal/State MICS, TICS and Gaming Operation Policies and Procedures.
- 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 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

- 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; see 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 and equipment used in the course of duties.
- Tolerate cigarette smoke and large crowds.
- Tolerate a moderate noise level to excessively noisy at times.

QUALIFICATIONS:

- Must be 21 years or older.

- High school diploma or GED,
- Preferred Associate Degree in Administration Justice or related field or three years of investigative experience as a Detective or Investigator for a law enforcement agency, military service or any combination of education and experience that provides the ability to perform the essential functions of the position.
- Skills in investigative report writing.
- Must be able to successfully pass a preemployment drug/alcohol screening, random drug and substance abuse tests, background investigation, obtain and maintain a gaming license in Arizona.
- Must successfully complete Criminal Justice Information Security (CJIS) Awareness Training and attain Certification prior to accessing and annually thereafter, for all personnel who have access to CJIS.
- Must complete the Tribal Gaming Office Criminal Justice Information System (CJIS) Training upon initial assignment and as policy requires.
- Must maintain all CJIS certification appropriate to level of clearance.
- Must complete a fingerprint submission as a key employee of the gaming enterprise.
- Be proficient in gaming industry regulations and organization operating procedure.
- Must possess a valid driver's license and be insurable by the Tribe.
- Must sign a confidentiality agreement and sign and adhere to a code of ethics to ensure that confidential and sensitive information of the Tribal Gaming Office remains confidential.
- Must also have dependable transportation.
- Must be flexible with work schedule.

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.