



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) 919-3661

POSITION DESCRIPTION

Position: Agent – Tribal Gaming Agency

Salary: \$30,000-\$35,000 Annually DOE
Non-Exempt

Opening: Tuesday, March 2, 2022

Closing: Open Until Filled

BASIC FUNCTIONS:

This position reports directly to the Chief Inspector. The Tribal-State Compact and Tribal Gaming Code (Ordinance) call for the establishment of a Tribal Gaming Agency and a staff of Agents. This organization is to be entirely separate and independent of the gaming operation. It requires Agents on each shift to insure that all Compact violations, incidents, patron disputes, etc, are dealt with in a professional manner and that the proper reporting procedures are utilized.

DUTIES & RESPONSIBILITIES:

- Monitor casino gaming operations and class III gaming activities.
- Determine casino compliance with the Compact, the MICS, Departmental Internal Controls and Department Policies & Procedures and all other applicable regulations concerning gaming.
- Makes inspections as required.
- Prepares required and directed Incident Reports.
- Become familiar with the policies and procedures of all departments in the gaming facility, their duties and their responsibilities, and the departmental chain of command.
- Maintain possession and control of slot machine computer board access keys and tamper proof tape.
- Observe and document slot machine logic board access and provide for the release/receipt of gaming software chips.
- Receives complaints from the public and takes appropriate action.
- Checks employee's licenses on an on-going basis.
- Maintain professional appearance, conduct, and impartiality in the performance of duties.
- Examines, tests gaming machine software, and inspects all gaming equipment as required by the Gaming Agency.
- Be constantly observant for any physical hazards and acts and/or omissions that would jeopardize the safety of patrons and employees.
- Assists the Chief Inspector in the investigation of non-compliance issues regarding the Tribal Compact, Tribal Code, Departmental Internal Controls and Quechan Casino Resort Policy & Procedures.
- Performs other related duties as assigned.

QUALIFICATIONS:

- Associates degree in Administration of Justice or related field and three years of investigative

experience as a Detective or Investigator for a law enforcement agency or, any combination of education and gaming experience that provides the ability to perform the essential functions of the position.

- Skill in investigations and investigative report writing.
- Ability to make independent decisions with minimum supervision.
- Knowledge in the sources of information and laws governing the use and release of that information.
- Able to work rotating shifts, weekends or holidays and maintain reliable transportation
- Must be able to qualify and obtain a Class III Gaming License at a cost of \$175.00.
- Be proficient in gaming industry regulations and organization operating procedures.
- Ability to learn, understand, and apply provisions of the Compact and other regulations governing the rules and conduct of authorized games, gaming equipment, monetary transactions involving casino patrons, and other safeguards as prescribed.

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.