



# 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:** Tribal Gaming Agent – TGA (2)      **Salary:** \$35,000-\$45,000 Annually DOE  
Non-Exempt

**Opening:** Monday, January 30, 2023

**Closing:** Friday, June 2, 2023

### **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 ensure 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.
- Conducts business to the highest ethical standard.
- Determine casino compliance with the Compact, the MICS, Departmental Internal Controls and Department Policies & Procedures 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/State MICS, TICS and Regulations.
- Investigate and prepares written reports to the Chief Inspector. any potential violations of the NIGC MICS, Tribal/Sate Compact, Tribal/State MICS, TICS. rules and regulations, and applicable laws by the Gaming Operation(s).
- 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.
- Secures and tests EPROM's and other gaming software that control payouts and internal functions of all electronic gaming devices.
- Maintain a daily operational log of the shifts activities and required meter readings.
- Be present to observe the shipping, receiving, installation, relocation, removal,

storage of all gaming devices and kiosks.

- 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.
- Must test gaming software on all jackpots more than 10K.
- Must be present to verify primary jackpots of the wide area progressive gaming machines.
- 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.
- Assist with domestic disputes, intoxicated guests, drugs/paraphernalia, thefts, physical altercations, law enforcement.
- Issues exclusions and updates exclusion list.
- Checks employee's licenses on an on-going basis.
- Fully uphold all principles of confidentiality.
- 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 of any physical hazards and acts and/or omissions that would jeopardize the safety of patrons and employees.
- Participate in departmental staff meetings, quality management activities, educational and training programs.
- Conducts and completes safety inspection checklist before each QCR concert.
- 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.

#### **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 and equipment used in the course of duties.
- Tolerate cigarette smoke and large crowds.

#### **QUALIFICATIONS:**

- Administration of Justice experience preferred 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 \$225.
- 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.
- Must be 21 years or older.
- High School diploma or GED.
- Must possess a valid driver's license and be insurable by the Tribe.

**FOR MORE INFORMATION AND TO APPLY:**

Online application available at [www.quechantribe.com](http://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](mailto: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.

