



*Human Resource Department  
PO Box 538  
Fort Washakie, WY 82514  
Phone: (307) 332-2005  
Fax: (307) 332-9883*

## **NOTICE OF EMPLOYMENT**

**POSITION:** Compliance Officer  
**DEPARTMENT:** Gaming Commission Agency  
**SUPERVISION:** Gaming Commission  
**SALARY:** DOE  
**CAREER STATUS** Full-Time, Permanent  
**OPENING DATE:** September 21, 2020      **CLOSING DATE:** October 9, 2020

### **POSITION SUMMARY:**

Perform a variety of tasks to assure compliance with provisions of the Tribal Gaming Ordinance, Tribal Gaming Code, NIGC Regulations and all federal and state laws. Be available to be present at the Gaming Facility at all hours of Gaming Operation when needed. Compliance Officer will report violations of Gaming Operations both written and oral to the Gaming Commission. Collection of Complaints from the Gaming Operation customers and employees. Observe activities of all Gaming Operation customers and employees. Observe activities of all Gaming Operation promotions and daily tasks to ensure compliance with required internal controls. Investigates and reports deficiencies and organizes implementation of appropriate corrective plan. Certifies that the gaming equipment complies with regulatory technical specifications.

### **DUTIES AND RESPONSIBILITIES**

- Ensures confidentiality of all information in the Gaming Commission Office to include but not limited to information from federal, state and tribal law enforcement and agencies.
- Maintain the line of communication with all Gaming Commissioners and staff, keeping them informed and updated on all situations and violations within the Compliance Department.
- Keep updated and familiar on all Tribal Gaming Ordinances, Tribal Regulations, Tribal Internal Controls and Compliance Laws.
- Ensure that all departments provide for the physical safety and wellbeing of Casino employees, patrons and Gaming Commission Staff.
- Determine when appropriate to complete reports for initial findings of non-compliance within the Gaming Operation and notify the Gaming Commission.
- Must be will to travel and attend training to further knowledge in compliance issues.
- Maintain control over access to sensitive/restricted areas of the gaming facility and all electronics

access systems and devices.

- Conducts testing of gaming devices to ensure compliance, verifies the validity of hardware/software and authorization of all gaming programs.
- Monitors all shipping, receiving, installations, relocation, removal, storage, etc. for gaming devices to ensure security and compliance with applicable laws and regulations.
- Inspects all gaming equipment and supplies for integrity and compliance.
- Monitors table games and drops, count room activities, supplies and other non-gaming departments and transactions for compliance.
- Writes reports and conducts necessary follow up investigations on reported or observed violations and deficiencies.
- Maintains accurate department records, files, statistics, ect on all compliance monitoring activities pursuant to NIGC record retention requirements.
- Works closely with designated independent gaming test labs on development and modifications of technical specifications for gaming devices and equipment. May occasionally work with outside regulatory or law enforcement officials as approved by the Gaming Commission.
- Work closely with Gaming Commission, Internal Auditor, Surveillance department and Gaming Management in fulfilling responsibilities.
- Responsible for testing and inspecting all gaming devices before they are placed in the gaming operation taken out of gaming facility.
- Inspects and monitors gaming facility compliance with all environmental, health and safety regulatory requirements.
- Present testimony and factual information on patron disputes to the Tribal Gaming Commission.
- Must be able to extract, interpret and analyze data from online gaming machines, data systems and other gaming computerized data systems.
- Any other duties assigned by the Eastern Shoshone Tribal Gaming Commission.

### **QUALIFICATIONS**

- Must have a high school diploma or GED.
- Experience in the field of regulatory compliance or with implementation of internal controls.
- Experience with gaming machines.
- Experience or training in scam and fraud detection.
- Experience in surveillance and/or law enforcement and/or working in casino operations position.
- Knowledge of issues involved in the regulation of gaming.
- Must never have been convicted of any felony offense. Must be able to undergo and pass a background investigation in accordance with the NIGC.
- Must be able to read and comprehend various reports pertaining to Indian Gaming, including federal, state and tribal gaming laws.
- Must be able to work cooperatively with other members of the Tribal Gaming Commission and Gaming Commission staff.
- Must be able to communicate clearly and concisely, both orally and in written form.

- Must be able to work flexible hours, including evenings and weekends.
- Must maintain strict confidentiality of all information process through the department including records, reports documents, conversations, etc.

### **APPLICATION REQUIREMENTS:**

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
  - Applicants that state “See Resume “ for employment history must have the following the information listed on the resume:
    - Dates of previous employment
    - Reason for leaving previous employment
    - Hourly rate of previous employment.
  - Applications are available online at [easternshoshone.org](http://easternshoshone.org) and can be sent via email to [menos@easternshoshone.org](mailto:menos@easternshoshone.org) or faxed to 307-332-9883 until 4:45 PM on the closing date.
  - **Supporting documents:** Driver’s License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.
- **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Qualified Eastern Shoshone tribal member must submit a copy of Tribal Enrollment card or CIB.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.