



Cow Creek Gaming & Regulatory Commission

Position Description

Position Title: Gaming Inspector

Department: Gaming Commission

Reports To: Executive Director

FLSA Designation: Non-Exempt

Date Written/Revised: 10/13/09

POSITION PURPOSE:

Responsible for ensuring Cow Creek Gaming and Regulatory Commissions, regulations relative to the on-site regulation, control and security of the gaming authorized by the Tribal/State Compact are adhered to; to include enforcement of other rules and regulations as assigned to the Gaming and Regulatory Commission by the Tribal Board.

ESSENTIAL FUNCTIONS:

- Ensure compliance with Compact provisions, regulations and Internal Controls.
- Assist in ensuring the physical safety of patrons and employees at Seven Feathers.
- Safeguard Tribal assets related to Seven Feathers through presence, observation and auditing means.
- Assist in detaining person(s) suspected of illegal activity and notify appropriate law enforcement agency.
- Record incidents in pass down log to keep other Gaming Inspectors advised of current incidents or events.
- Investigate cash variances exceeding \$200.00 in areas other than soft count, all variances will be investigated in soft count.
- Prepare reports of incidents investigated and all relevant observations to the Cow Creek Gaming Commission including procedural violation reports.
- Primary Inspector for (*this is to be filled in with assignment*), to include Internal Control compliance review, inventory control. Required to submit a monthly report relative to primary assignment, including recommendations for improved game integrity and accountability. Backup Inspector for (*fill in*), and Information System Department oversight for compliance with internal controls.

- Backup inspectors are required to assist primary inspectors and act as primary in their absence.
- Accurate receipt and control of all sensitive gaming inventory.

ACCESS TO SENSITIVE AREAS:

All areas within job responsibilities and to all sensitive and controlled areas with a witness

SPECIFIC JOB KNOWLEDGE, SKILL AND ABILITY:

Must have excellent verbal, interpersonal and customer relations skills.

Must be computer literate in Word and Excel.

Able to work in a team environment.

QUALIFICATION STANDARDS:

Education:

High School Diploma or higher

Experience:

Accounting, regulatory or as specific abilities required based on need as primary inspector.

License or Certificate:

Class III Gaming License