

# Open Position:

Tribal Gaming Agent-Part time-minimum 20 hours per week

Candidate performs varied tasks, to protect casino assets and ensure compliance with all approved Internal Controls and Policies and Procedures set forth in the Casino's Operations Manuals. Observe, document and report all instances of non-compliance.

Any Tribal Gaming experience a plus.

Must be available to work days, nights, weekends, holidays and fill-in for vacations or medical leaves, etc., for those shifts as necessary.

Must pass a background investigation to receive a Tribal Gaming License.

Work hours as assigned by the Director, requires flexibility in scheduling for evenings, weekends, holidays and special events. Position may require overtime. Minimum 20 hours per week.

- **ESSENTIALS DUTIES AND RESPONSIBILITIES;** including but not limited to the following:

To protect Tribal Assets, as related to gaming, to ensure the honesty and integrity of all Gaming Operations being operated by the Tribe.

Become intimately familiar with the policies and procedures of all departments in the gaming facility. This also applies to the Internal Controls that govern the gaming facility.

Become familiar with the organizational structure of each department, i.e., their staff responsibilities, etc.

Identifying potential problems and risks with respect to Internal Controls, Casino, Commission and Tribal policies, rules and regulations.

Conduct Departmental Audits to validate compliance.

Generate reports and findings of observations.

Interact with Casino patrons and employees in professional manner.

Performs other duties as assigned.

- **QUALIFICATION REQUIREMENTS:**

The candidate must be computer literate and able to perform each of the essential duties, in an exemplary manner. Be skilled in prioritizing responsibilities and assignments with minimal supervision and completing them in a timely manner. Must possess excellent oral and written habits and can demonstrate initiative and motivation.

- **EDUCATION:**

Candidate must possess a High School Diploma or GED equivalent and have related experience, preferably Casino or Gaming experience; will train.

- **WORK ENVIRONMENT:**

The casino environment has moderate to loud noise levels and is a smoking environment.

- **INDIAN PREFERENCE:**

We are an Equal Opportunity Employer while practicing Native American preference according to law.

Any interested parties are encouraged to fill out an application and return it to Jesse Smith - Shoalwater Bay Director of Human Resources. Posting will close once position is filled.

