

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at [www.tachi-yokut-nsn.gov](http://www.tachi-yokut-nsn.gov)

### Job Requisition Form

**Position to be filled:** Analyst  
**Department:** Gaming Commission Compliance

**Required Qualifications/Essential Duties:**

- High school diploma or general education degree (GED) required. 2-3 years accounting or auditing experience; gaming related experience could be substituted for educational requirements. 2-3 years law enforcement, regulatory, auditing, or investigative related experience and/training; or equivalent combination of experience, education and training. Compliance or regulation. **REQUIRED**
- Valid California Driver License- **REQUIRED**
- Responsible for designing, coordinating, implementing, and monitoring operations reporting, productivity analysis, variance analysis and development of variances departmental reporting model for the Casino Department.
- Conduct observations of control Procedures, identifying all material weaknesses.
- Conducts follow-up examinations to determine corrective action.
- Coordinates audit activity with Internal Audit, Accounting, and external auditors.
- Ensures confidentiality of all information in the Gaming Commission Office, includes, not limited to applications, employees, information from federal, tribal or state law enforcement and state gaming office.
- Keep Director of Compliance / Compliance Manager and Compliance Supervisors informed and updated on all situations and activities within the Compliance Department
- Ensure that you become intimately familiar with the Tribal Ordinance and Tribal Internal Control Standards.
- Reviews compliance with NIGC Minimum Internal Controls, Tribal-State Compact, Tachi Palace Casino Resort System of internal Controls, and all other pertinent State and Federal Regulations.
- Complete end of shift reports for Manager / Director Approval.
- Maintains control over access to sensitive areas of gaming devices.
- Monitor customer activities/play for gaming violations.
- Ensure that all departments provide for the physical safety and well-being of employees of the Palace Indian Gaming Center and Gaming Commission.
- Conducts testing of gaming devices computer control programmed storage media for verification of validity and authorized programming.
- Monitors shipping, receiving, installation, relocation, removal, storage, etc. for gaming devices for security and compliance with applicable laws and regulations. Ensuring accurate records are maintained.
- Inspects all gaming equipment and supplies for integrity and compliance technical standards.

**Reports To:** Supervisor  
**Starting Rate of Pay:** \$23.50 (Non-Exempt)  
**Approximate Hours:** 40+ hrs per wk  
**Date Posted:** June 23, 2022  
**Deadline:** Open Until Filled

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Department Director                      Date

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Human Resources Director              Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.