

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

Job Requisition Form

Position to be filled: Manager

Department: Gaming Commission Compliance

Required Qualifications/Essential Duties:

- Bachelor's degree (BA) from a two-year college or university. Five (5+) years law enforcement, regulatory, auditing, or investigative related experience and/training; or equivalent combination of experience, education, and training. At least two (2) years in casino compliance or regulation. **REQUIRED**
- Valid California Driver License- **REQUIRED**
- Must be insurable through companies carrier and maintain throughout employment- **REQUIRED**
- Must be able to obtain a California Gaming License and maintain throughout employment- **REQUIRED**
- Ensures confidentiality of all information in the Gaming Commission Office, includes, not limited to application review, applicant interview, information from federal, tribal, or state law enforcement and state gaming office.
- Prepare Compliance Officer work schedules for all shifts.
- Maintain the line of communication between the Compliance Officers, Supervisors and Commissioners.
- Keep Gaming Commission informed and updated on all situations and activities within the Compliance Department.
- Ensure that Compliance Officers become intimately familiar with the Tribal Ordinance and Casino Internal Controls.
- Ensure that all departments provide for the physical safety and well being of employees of the Tachi Palace Hotel and Casino and Gaming Commission.
- Review and summarize the end of shift reports for Commissions approval.
- Determine when appropriate to complete an "incident report" and "infraction violation" which is a record of serious violation to either the Ordinance or Casino Internal Controls.
- Must be willing to travel and attend seminars and training without any problems.
- Maintains control over access to sensitive/restricted areas of the gaming facility and electronic access systems.
- Maintains control over access to sensitive areas of gaming devices.
- 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.
- . Randomly audits any gaming related transaction document for compliance with regulations and internal controls.
- Monitors table games and drops for compliance.
- Monitors count room activities for compliance.
- Monitors bingo and pull-tab games, equipment, and supplies for integrity and compliance.
- Monitors other non-gaming departments and personnel activities and transactions for compliance.
- Writes reports and conducts necessary follow up investigations on reported or observed violations or deficiencies. Conducts follow up monitoring for implementation of appropriate corrective action.

Reports To: Director

Starting Rate of Pay: \$66,560.00 (Exempt)

Approximate Hours: 40+ hrs per wk

Date Posted: June 23,2022

Deadline: Open Until Filled

Department Director

Date

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.