

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

**Department:** Gaming Commission Compliance

**Position to be filled:** Compliance Officer

**Required Qualifications/Essential Duties:**

- Must have High School Diploma or General Education Degree (GED) plus 6-8 months of experience in Regulatory Compliance, Accounting, Auditing, Surveillance or Casino Operations backgrounds- **Required**;
- Valid California Driver license- **Preferred**;
- Must be insurable through the company insurance carrier throughout employment-**Preferred**;
- 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 applications, employees, information from federal, tribal or state law enforcement and state gaming office;
- Inform and update Compliance Supervisor on all situations and activities within the Compliance Department;
- Familiar with the Tribal Ordinance and Casino Internal Controls;
- Determine when appropriate to complete an "incident report" which is a record of serious violation to either the Ordinance or Casino Internal Controls;
- Maintains control over access to sensitive/restricted areas of the gaming facility and electronic access systems;
- 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;
- Randomly audits gaming related transaction document for compliance with regulations and internal controls;
- Monitors table games, drops and count room activities for compliance;
- Monitors bingo games, equipment and supplies for integrity and compliance;
- Drive company vehicle or personal vehicle to conduct business on behalf of the Compliance Department.

**Reports To:** Supervisor

**Starting Rate of Pay:** \$18.50 per hour (Non-Exempt)

**Approximate Hours:** 40+ hrs per wk

**Updated:** January 22, 2021

**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.**