

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

Department: Gaming Commission Compliance

Position to be Filled: Director

Required Qualifications/Essential Duties:

- Bachelor's Degree (BA) plus five years related experience;
- 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;
- Maintain the line of communication between the Compliance Officers and Commissioners;
- Maintains commission records, files, statistics, etc. on compliance monitoring activities;
- Ensure Compliance Officers become intimately familiar with the Tribal Ordinance and Casino Internal Controls;
- Ensure all departments provide for the physical safety and well being of employees of the Tachi Palace Hotel and Casino and Gaming Commission;
- 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;
- Randomly audits gaming related transaction documents 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;
- Writes reports and conducts follow up investigations on reported or observed violations or deficiencies;
- Drive company vehicle or personal vehicle to conduct business on behalf of the Compliance Department.

Reports To: Gaming Commission Chairman/Commissioners

Starting Rate of Pay: DOE –Range 85 (Exempt)

Approximate Hours: 40+ hrs per wk

Date Posted: June 1, 2021

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.