



Job Title: **Soft Count Tribal Gaming Agent**

**Definition:**

This position will have the agent working primarily in the soft count area. While working this position they will be able to become knowledgeable in casino operations; accounting systems; internal controls; surveillance systems; game protection; cheating techniques, and regulatory methods. In addition, they possess a high level of knowledge and understanding of Tribal/State compact, Tribal/Federal internal controls (NIGC MICS) and the Indian Gaming Regulatory Act (IGRA).

**Scope of Job:**

Tribal gaming agents assist in all aspects of the implementation of the Tribal/State Compact for Class III gaming. They also abide by Tribal/Federal regulations for Class II gaming. This includes observing, investigating, and reporting all violations that come to their attention during the course of their duties to the Director of Gaming. Investigations may include detailed reviews of financial records and incidents of theft. Agents must also be prepared to assist tribal personnel and agents from other jurisdictions. Gaming agents report to the Director of Gaming and/or their immediate supervisor.

**Major Responsibilities:**

1. Agents function as a diplomat, representing the Tribe, in all dealings with the representatives and employees of other jurisdictions. Agents must recognize and respect the “government to government” relationship that exists between the tribe and state.
2. Develops and follows audit/review programs, checklists, and other documentation associated with specialized gaming activities.
3. Knowledge of computers is a necessity to complete assigned audits and reports.
4. Agents may be assigned to work in an undercover capacity in investigating possible gaming infractions.
5. Document illegal activity with written statements and compilation of evidence to assist in official hearings, trials, arbitrations, etc., in a timely manner.
6. Testifies in procedures cited above as required.
7. Knowledge of accounting practices is desired.
8. Must work varied shifts, odd hours, and frequently late at night.
9. Due to the highly sensitive information that is gathered; confidentiality is very important.

**Desired Qualifications:**

An Associate’s degree in accounting preferred but not required. At least 2 years of regulatory experience preferred but not required.

Specialized training, with emphasis in either investigative or fraud auditing, may be substituted, year for year, for education. Proof of such experience or specified training will be required. A strong background in a regulatory environment with experience in detecting infractions in internal controls, gaming laws and tribal ordinances through observations of behavior and/or examinations of financial records is desirable.

**Additional Requirements:**

1. Applicants must present a neat appearance. Must be able to lift up to forty (40) pounds. Must be able to stand for a prolonged period of time.
2. Applicants must not have a conviction of any felony or involved in misdemeanors that demonstrate a trend for disregard of laws.
3. The sensitive nature of this work requires, as a prerequisite to employment, that all applicants undergo an extensive personal background investigation which may check for:
  - a) Any criminal record; and,
  - b) Driving record;
  - c) Credit Rating; and,
  - d) Other personal background information useful in determining the applicant’s character or qualifications.
4. Applicant’s must possess a valid Washington state motor vehicle operators license or be able to furnish a three (3) year abstract of a driving record from another jurisdiction.

**Please submit your application to the HR manager:**

**Wayne Bill  
Administrative Building – Swinomish Indian Tribal Community  
11404 Moorage Way  
La Conner, WA 98257**