



Swinomish Tribal Community

A Federally Recognized Indian Tribe Organized Pursuant to 25 U.S.C. § 476

P.O. Box 817 • 11404 Moorage Way

LaConner, Washington 98257

JOB DESCRIPTION

Job Title: TRIBAL GAMING AGENT

Note: Indian Preference in hiring shall apply to Swinomish Indian Tribal Community job opportunities.

Definition:

The Tribal Gaming Agent requires a certain level of expertise, through experience and special training, which qualifies him/her as 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 work in all aspects in the implementation of internal controls, Tribal/State Compact for Class III gaming and 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 ensure the casino is in compliance. Investigations may include detailed reviews of financial records; incidents of cheating and/or theft. Agents must also be prepared to assist casino personnel and agents from other jurisdictions. Gaming agents report to their immediate supervisor.

Major Responsibilities:

1. Functions as a diplomat, representing the gaming commission, in all dealings with the representatives of other jurisdictions. Agents must recognize and respect the “government to government” relationship that exists between the Tribe and state.
2. Plans, organizes, and conducts both routine and complex audits that may lead to investigations of infractions dealing with internal controls, casino procedures, gaming regulations and Tribal ordinance violations occurring within the Swinomish Casino.
3. Collects, examines, maintains, and properly accounts for physical evidence of illegal activity to assist in official hearings, trials, arbitration procedures, etc. in a timely manner.
4. Testifies in procedures cited above as required.
5. Coordinates investigative efforts with other tribal gaming agencies; local, state, and federal law enforcement agencies. Such activities may involve oral and/or written presentations utilizing Word, Excel, Access, and/or PowerPoint.
6. Knowledge of computers is a necessity to complete assigned audits and reports.
7. Develops and follows audit/review programs, checklists, and other documentation associated with specialized gaming activities.
8. Agents may be assigned to work in an undercover capacity in investigating possible gaming infractions.
9. Gathers intelligence information involving gambling activities and requests authorization to disseminate to other agencies.

10. Assists in the review of gambling activities and rules as proposed by the casino.
11. May be assigned to work in an undercover capacity in investigating possible gaming infractions.
12. Knowledge of accounting practices is desired.
13. Must work varied shifts, odd hours, and frequently late at night.
14. Due to the highly sensitive information that is gathered; confidentiality is very important.

Desired Qualifications:

An Associate's degree in accounting or two years experience in a regulatory function.

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 prolonged periods 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: Alethia Edwards
Administrative Building – Swinomish
Indian Tribal Community
11404 Moorage Way
La Conner, WA 98257**