



**Job Title:** Gaming Inspector  
**Department:** Gaming Commission  
**Reports to:** Gaming Commissioner  
**FLSA Status:** Non-Exempt  
**Salary Grade:** \$24.29 - \$30.00  
**Location:** Coos Bay/ North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

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### **SUMMARY OF MAJOR FUNCTIONS**

This Gaming Inspector position is a combination of each Inspectors job duties and will be cross trained to cover all duties as needed. This will include processing employee background investigations, conducting machine, MEAL card, and security drop audits, and canceling cards and dice. The position observes and inspects equipment, machine deliveries, new gaming devices, and incoming software. The Gaming Inspector works to keep the Tribal Gaming Commission and the Coquille Indian Tribe in effective compliance with all State and Federal regulations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Processes background investigative reports: requests criminal information and verifies employment and references. Conducts table games audits, machine monitoring audit, quarterly security drop audit, and quarterly MEAL card audit.
2. Regulates and monitors all Class-II and Class-III gaming.
3. Inspects and cancels cards and dice daily, following all applicable rules and regulations while reporting any irregularities immediately to direct Supervisor. Maintains monthly chip, card, and dice inventory.
4. Verifies, receives, and records incoming gaming machine and software shipments. Performs signature checks on gaming and system software for the Casino.
5. Collaborates with Surveillance and Table Games departments for the testing of Dealers, ensuring compliance with all policies and procedures and effective game security.
6. Verifies options on gaming machines that have been RAM-cleared and reconfigured.
7. Observes, monitors, and detects irregularities of machine delivery and destruction, removal or installation of gaming devices, and placement of gaming seals.
8. Categorizes and maintains software database and logs for new installations and removals from the floor.
9. Maintains software database and destruction logs for outdated/electronic data and broken or obsolete media devices.
10. Audits termed and transferred employees to ensure accounts and accesses have turned off or updated for current position.
11. Observes casino activities and reports any potential problems and/or suspicious activities and/or irregular circumstances to the Gaming Commission.
12. Complies with all applicable statutory and regulatory duties imposed upon the Gaming Inspectors.
13. Abides by Gaming Commission strict confidentiality rules and regulations while on or off duty.
14. Performs as IT Inspector as needed in their absence.
15. Other duties as assigned.

The above statements reflect general duties considered necessary to describe the principal functions of the Gaming Inspector but shall not be considered as a detailed description of all the work requirements that may be inherent in the day-to-day duties of this position. Duties may vary from the above description as prescribed by the needs of the Gaming Commission.

#### **PHYSICAL REQUIREMENTS**

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires sitting for extended periods of time, raising or lowering objects, and occasionally requires lifting up to 50 pounds. Requires occasional standing, walking, stooping, kneeling, crouching, or crawling. Work is typically performed in an office setting. Work involves occasional exposure to excessive noise and may take place near moving equipment/machinery. Will be required to travel by automobile, commercial or private carrier. Local, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of knowledge, skills, and abilities.

1. Excellent oral and written communication skills with strengths in team environment, and cooperative problem solving.
2. Working knowledge of Casino operations, departmental procedures, and all applicable gaming regulations.
3. Be able to work independently, possess excellent oral and written habits and demonstrate initiative and motivation.
4. Gather technical data and create appropriate reports.
5. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
6. Ability to function in an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
7. Ability to maintain professionalism, confidentiality, and objectivity under pressure.
8. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
9. Ability to read and understand complex documents and manuals, as well as the ability to write similar documents for use by others.

#### **QUALIFICATIONS**

1. High School Diploma or equivalent required.
2. Must be at least 21 years of age.
3. Two (2) years of professional experience working in regulatory compliance, gaming, or law enforcement required. .
4. Current Oregon driver's License in good standing with no insurability issues as determined by the Tribe's insurance carrier is required.
5. Must obtain Gaming Commission Certification I, II, III
6. Must be comfortable quickly learning, operating, and troubleshooting moderately complex software and hardware.
7. Must possess excellent oral and written skills and habits.
8. Must be skilled in prioritizing responsibilities and completing assignments in a timely manner while working independently.
9. Must be available to occasionally work flexible shifts that may include nights, weekends, and holidays.
10. Must be competent in Microsoft Office and Adobe products.

11. Must consistently demonstrate the highest degree of integrity, honesty, and dependability.
12. Gaming Experience and/or Slot Experience preferred.
13. Background and knowledge of electronic gaming machines and table games, including rules and cheating techniques, preferred.
14. Experience in conducting background checks preferred.
15. Knowledge of NIGC, State, Internal Controls, and Commission or Casino Policy & Procedures as they apply to Indian gaming facilities.