



Job Title: Gaming Inspector / Licensing Background Investigator
Department: Gaming Commission
Reports to: Gaming Commissioner
FLSA Status: Non-Exempt
Salary Grade: \$24.90 - \$34.86
Location: North Bend, Oregon

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.

SUMMARY OF MAJOR FUNCTIONS

The Licensing Background Investigator is responsible for processing employee background investigations, fingerprinting, and licensing all applicants for employment. This will include, but is not limited to, applicant screening, ID badge creation, notarizing gaming disclosure, processing employee gaming disclosure computer data entry, and verifying past and current employment and character references. The Licensing Background Investigator will process background checks to identify an applicant's licensing suitability in compliance with National Indian Gaming Commission, Tribal/State Compact, regulations, ordinance, internal controls, and policies and procedures to maintain the honesty, integrity, fairness, and security of the Gaming Operations(s). Travel by automobile, commercial, or private carrier including overnight trips will be required. Local, statewide, and national travel is occasionally required. May infrequently require adjusting work schedule to include nights and weekends.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Process background investigative reports: request criminal information and verify employment and references; conduct table games auditions.
2. Regulate and monitor all Class-II and Class-III gaming applicants.
3. Fingerprint applicants for submission to the FBI and OSP.
4. Review and understand criminal history reports.
5. Obtain criminal history information from Law Enforcement Data System (LEDS), city, county, and state law enforcement agencies, and state and local courts.
6. Monitor all fingerprint reports returned by OSP and FBI and follow up on arrest reports.
7. Obtain and analyze information from outside agencies regarding applicants and licenses.
8. Contact personal and employment references.
9. Provide licensing information to the Gaming Commission.
10. Prepare detailed background investigation reports for all Gaming Operations employees and vendors as applicable for the Gaming Commission review.

11. Interview applicants during the intake process to confirm disclosure is fully completed and any additional information or clarification needed.
12. Research licensing issues and present information to the Gaming Commission.
13. Inspect and cancel cards and dice daily, following all applicable rules and regulations while reporting any irregularities immediately to direct Supervisor.
14. Verify, receive, and record incoming gaming machine and software shipments.
15. Collaborate with Surveillance and Table Games departments for the testing of Dealers, ensuring compliance with all policies and procedures and effective game security.
16. Verify options on gaming machines that have been RAM-cleared and reconfigured.
17. Observe, monitor, and detect irregularities of machine delivery and destruction, removal or installation of gaming devices, and placement of gaming seals.
18. Observe casino activities and report any potential problems and/or suspicious activities and/or irregular circumstances to the Gaming Commission.
19. Comply with all applicable statutory and regulatory duties imposed upon the Gaming Inspectors.
20. Abide by Gaming Commission strict confidentiality rules and regulations while on or off duty.
21. Travel to Ko-Kwel Casino Resort/Medford will be required on a regular basis including overnight stays. Although we will always provide as much notice as possible, some situations may require travel with little notice.
22. Perform 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 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; occasionally requires lifting up to 50 pounds; 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. 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. Ability to work independently, be detail-oriented, possess excellent oral and written habits, and demonstrate initiative and motivation.

4. Must possess integrity, problem solving, observational skills, ingenuity, persistence, and credibility.
5. Gather technical data and create appropriate reports.
6. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
7. 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.
8. Ability to maintain professionalism, confidentiality, and objectivity under pressure.
9. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
10. 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. Ability to drive long distances to include overnight stays out of town.
6. May be required to obtain Gaming Commission Certification I, II, III.
7. Must be comfortable quickly learning, operating, and troubleshooting moderately complex software and hardware.
8. Must possess excellent oral and written skills and habits.
9. Must be skilled in prioritizing responsibilities and completing assignments in a timely manner while working independently.
10. Must be available to occasionally work flexible shifts that may include nights, weekends, and holidays.
11. Must be competent in Microsoft Office and Adobe products.
12. Must consistently demonstrate the highest degree of integrity, honesty, and dependability.
13. Gaming Experience and/or Slot Experience preferred.
14. Background and knowledge of electronic gaming machines and table games, including rules and cheating techniques, preferred.
15. Experience in conducting background checks preferred.
16. Knowledge of NIGC, State, Internal Controls, and Commission or Casino Policy & Procedures as they apply to Indian gaming facilities, specifically Ko-Kwel Casinos preferred.