



**Job Title:** Gaming Compliance Auditing Inspector  
**Department:** Gaming Commission  
**Reports to:** Gaming Commissioner  
**FLSA Status:** Non-Exempt  
**Hiring Range:** \$27.89 - \$33.74  
**Location:** 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 Compliance Auditing Inspector position is responsible for assisting with internal, compliance, and regulatory auditing of the Ko-Kwel Casino Resorts based on the Minimum Internal Control Standards (MICS) for the National Indian Gaming Commission (NIGC) regulations for both North Bend and Medford properties, and the Tribal Internal Control Standards (TICS) as written for each property. In a combination of each inspector's job duties, Gaming Compliance Auditing Inspectors are cross-trained to perform all inspection and auditing functions as needed. This will include, but not be limited to, processing employee background investigations, conducting machine inspections, Machine Entry Authorization Log (MEAL) card audits, 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 Compliance Auditing 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. Conducts compliance reviews and internal audits to assess the effectiveness of internal controls and compliance with Compact, Coquille Gaming Commission (CGC) regulations, state and National Indian Gaming Commission (NIGC) Minimum Internal Control Standards (MICS), and casino policies and procedures.
2. Prepares written reports documenting audit findings and recommendations, and presents information to the casino management and Gaming Commission.
3. Reports findings to the Gaming Commission to help identify critical weaknesses or suspicions.
4. Performs follow-up on all exceptions in a timely manner with results properly documented.
5. Works with Oregon State Police (OSP) to coordinate state participation of all audits required by Compact (North Bend property).
6. Ensures proper implementation of new and revised CGC-approved gaming policies.
7. Oversees kiosk compliance specific to Gaming Laboratories International (GLI) standards.
8. Assists with sports betting compliance specific to state regulation and GLI standards.
9. Conducts machine monitoring audit, quarterly security drop audit, and quarterly MEAL card audit.
10. Regulates and monitors all Class II and Class III gaming.
11. Verifies options on gaming machines that have been RAM-cleared and reconfigured.
12. Observes, monitors, and detects irregularities of machine delivery and destruction, removal or installation of gaming devices, and placement of gaming seals.
13. Audits employee terminations, transfers, and access changes to ensure user accounts and system access are appropriately disabled, removed, updated, or modified based on the employee's current employment status or position.
14. Observes casino activities and reports any potential problems and/or suspicious activities and/or irregular circumstances to the Gaming Commission.
15. Maintains confidentiality of all Gaming Commission business while on or off duty.
16. Complies with all applicable statutory and regulatory duties imposed upon the Gaming Inspectors.

17. Travels to Ko-Kwel Casino Resort/ Coos Bay and Ko-Kwel Casino Resort/ Medford, as required, including overnight travel. While reasonable advance notice will be provided whenever possible, business needs may occasionally require travel with limited notice.
18. Other duties as assigned.

The above statements reflect general duties considered necessary to describe the principal functions of the Gaming Compliance Auditing 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 verbally, 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 and statewide travel is required with national travel 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 verbal and written communication skills working in a team environment, and cooperative problem solving.
2. Working knowledge of Casino operations, departmental procedures, and all applicable gaming regulations.
3. Demonstrated ability to work independently, communicate effectively both verbally and in writing, demonstrate initiative, professionalism, and motivation.
4. Ability to gather, analyze, and interpret technical information and prepare accurate, concise, and well-organized reports.
5. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to effectively manage 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. Proficiency in using Microsoft Office applications, including Word, Excel, Outlook, and other software applications, to prepare correspondence, reports, spreadsheets, and maintain electronic records.
9. Ability to read and understand complex documents, policies, procedures, technical manuals, and other written materials, and prepare clear, accurate, and professional reports and documentation for a variety of audiences.

### **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. Ability to drive long distances, including overnight stays, as required to meet business and operational needs.
5. Knowledge of NIGC, State, and Gaming Commission Internal Controls or Casino Policy & Procedures as they apply to Indian gaming facilities.
6. Must be able 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 verbal 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. Current Oregon driver's License in good standing with no insurability issues as determined by the Tribe's insurance carrier is required.