

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: OPV00415071  
POSITION NO: 243956  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 02/09/18  
CLOSING DATE: 02/22/18

**Gaming Enforcement Manager**

DEPARTMENT NAME / WORKSITE: OPVP/NGRO/Northern Edge Casino, Upper Fruitland, NM

WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>A168A</u>
WORK HOURS: <u>8:00 AM-5:00 PM</u> (May vary)	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>57,574.40</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>27.68</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	

**DUTIES AND RESPONSIBILITIES:**

Under the supervision of the Executive Director, the incumbent performs work of considerable difficulty in planning and managing the gaming enforcement activities of the Navajo Gaming Regulatory Office Tribal Gaming Office (TGO). Incumbent ensures that procedures are carried out in compliance with the Navajo Nation Gaming Ordinances and Regulations, State/Tribal Compact, Policies and Procedures; uses the NIGC as a source. The incumbent supervises, plans and manages gaming operations enforcement activities and ensures the integrity of such operations. Reviews all violation reports, incident reports, daily activity reports, report logs and other email from enforcement staff; ensures maintenance of report logs to monitor repeat violations or incidents and ensures corrections are implemented by gaming managers and supervisors; reports to the NGRO and gaming facility operations/management any failure by the gaming facility to ensure minimum internal controls and to comply with the provisions of compacts, applicable laws & ordinances of the Navajo Nation; ensure staff follow up on corrective actions by gaming facility operations/management; confers with Executive Director on major violations requiring sanctions or fines. Assigns and reviews work of assigned staff at the TGO; takes disciplinary action, when necessary; conducts performance appraisals for enforcement staff; develops shift schedules & work assignments for staff and ensures coverage; serves as the back-up Gaming Agent to maintain proper coverage; trains new employees on job requirements, new developments within gaming regulatory field and professional development; develops, implements and revises policies and procedures for gaming enforcement section; ensure staff adhere to Navajo Nation and internal policies and procedures, maintains self-exclusion and exclusion documentation. Acts as a TGO liaison between the gaming facility and the NGRO to maintain an effective working relationship with management/operations. Keeps leadership with other NGRO departments informed of status of enforcement activities by attending meetings, participating in conference calls and submitting reports; prepares reports for the Executive Director on gaming enforcement activities, statistics, accomplishments; maintains a working knowledge of relevant gaming issues and/or regulations and internal controls. maintains confidentiality and compliance with applicable policies and procedures. Keep abreast of state or national issues affecting tribal gaming; serves as a resource for Executive Director, management team members in addressing compliance or regulatory issues; performs special assignments as assigned.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Criminal Justice, Criminology, Business Administration; and five (5) years of experience gaming regulatory experience, or closely related work, two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education and experience.

**Special Requirements:**

- Must possess or be able to obtain a gaming license/certification from the Navajo Gaming Regulatory Office and the State of Arizona and/or the State of New Mexico.
- Possess a valid state driver's license.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of the Indian Gaming Regulatory Act, history and purpose; Knowledge of the National Indian Gaming Commission rules and regulations; Arizona/New Mexico State Tribal Gaming Compacts; State and all tribal gaming laws and regulations. Knowledge of Class I, II and III games. Knowledge of general investigation principles, practices, procedures and techniques. Knowledge of personal computers, software and general office equipment use and operation. Skill in preparing reports and maintaining appropriate records for review by upper management and Federal, State and Tribal regulatory agencies. Skill in supervising and training subordinate staff. Skill in maintaining effective working relationships.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**