

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV0049887
POSITION NO: 242716
POSITION TITLE: _____

DATE POSTED: 03/30/15
CLOSING DATE: 04/10/15

Slot Compliance Assistant

DEPARTMENT NAME / WORKSITE: OPVP/NGRO/Twin Arrows Navajo Casino Resort, Twin Arrows, AZ

WORK DAYS: <u>Shift Schedule</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB64A</u>
WORK HOURS: <u>Varies</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>40,414.40</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>19.43</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	_____

DUTIES AND RESPONSIBILITIES:

Provides assistance in matters regarding to slot operations, slot projects including but not limited to slot machine conversions, installation, movement and upgrades; assists in updating agency shipments, devices and information including gaming machines, game EPROMS, BV (bill validator) chips, mastercom, etc.; assists in providing the Department of Gaming with applicable machine information (i.e. location, asset number, game name, serial number and EPROM information); provides machine information to agents; assists in completing appropriate paperwork when shipments arrive; assists in kobetroneing EPROMS in comparison to Gaming Laboratory International, Inc. (GLI) letter and/or GLI listing; generates appropriate paperwork for installation and conversions for staff to use (Slot Access Form); provides forms for gaming certification, maintains files for machine and conversions consisting of Slot Control Worksheet, GLI letters, status reports, PAR (percentage average rate) sheet and Access form for active slot files.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and one (1) year gaming regulatory or closely related experience involving coordination, preparation and overseeing slot machine conversions, installation, movement and upgrades.

Preferred Qualifications:

- An Associate's degree in Criminal Justice, Computer Science, Information Technology or related field.
- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

- Must possess or be able to obtain a gaming license/certification from the State of Arizona and New Mexico and the Navajo Gaming Regulatory Office.
- Must 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:

Depending upon the needs of the Nation, some incumbents may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment: Knowledge of Federal, State and Navajo Nation regulations, knowledge of Navajo Nation Gaming Ordinance, knowledge of casino internal controls and operational procedures, knowledge of the National Indian Gaming Commission (NIGC) Minimum Internal Control Standards as it pertains to gaming machines, knowledge of documentation/recordkeeping principles and practices, skill in written and oral communication necessary for coordination with the State Gaming officials, slot operations, GLI and slot vendors, skill in observing and monitoring employees to ensure compliance with internal controls and management practices and procedures.

<<A favorable background investigation is required>>

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