

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV0047949

Date Posted: 07/01/13

POSITION NO: 242377

Closing Date: OUF

CLASS CODE: 3458

POSITION TITLE: GAMING AGENT

DEPARTMENT NAME: Navajo Gaming Regulatory Office

DEPARTMENT NO: 4 WORKSITE LOCATION: Fruitland, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R64A

Days: Shift

Permanent:

SALARY:

Hours: Varies

Temporary:

Duration: \$ 38,084.80 Per Annum

Part-Time:

No. of Hrs/Wk: \$ 18.31 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs work of moderate difficulty in monitoring casino activities; ensures compliance with all Federal, State, and Navajo Nation gaming laws and regulations; performs related work as assigned. Monitors casino floors, observes customers and employees to ensure compliance with the Compact, Gaming Code, Gaming Commission Regulations and casino internal controls; writes incident reports of violations; monitors customers and employees to ensure no cheating or illegal gaming devices are allowed; monitors customer behavior; monitors money transfers, observes cash drop procedures; controls keys to secured areas; monitors use of keys for EPROM chips; observes EPROM chip changes and prepares appropriate documents for the changes; checks log of key control boards to ensure all keys are accounted for; monitors log sheet for key usage; monitors surveillance activities to ensure compliance with established policies and procedures; conducts investigations of patron disputes, possible violations of policies and procedures, and/or violations of Compact provisions.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and four (4) years of investigation, regulatory and/or closely related gaming work experience; **OR** an Associate's degree in Criminal Justice, Law Enforcement or closely related field; and two (2) years of investigation, regulatory and/or closely related gaming work experience; or a Bachelor's degree in Criminal Justice, Law Enforcement or closely related field.

Experience:

Experience in the gaming industry, **preferred**.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the 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 the following: Federal, State, and Navajo Nation regulations, Navajo Nation Gaming Ordinance, casino internal controls and operational procedures, documentation/recordkeeping principles and practices, monitoring techniques for possible illegal gaming practices and devices, surveillance equipment and its usage, public relations/customer service practices and procedures, and general security practices and procedures. Skill in the use of personal computers and software programs, written and oral communication necessary for documenting and reporting incidents, and explaining gaming practices. Skill in observing and monitoring employees to ensure compliance with internal controls and management practices and procedures.

License/Certification Requirements:

Must possess or have the ability to obtain a valid gaming license/certification from the Navajo Gaming Regulatory Office and/or State of Arizona within 180 days of hire; and possess a valid state driver's license.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99