THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**OPV0049510**	DATE POSTED:	**11/10/14**
POSITION NO:	**242743**	CLOSING DATE:	**OUF**
POSITION TITLE:	**Gaming Agent (3 vacancies)**		
DEPARTMENT NAME / WORKSITE:	**OPVP/NGRO/Twin Arrows Navajo Casino Resort, Twin Arrows, AZ**		

WORK DAYS:	Shift Schedules	REGULAR FULL TIME:	☑		GRADE/STEP:	AB64A
WORK HOURS:	Varies	PART TIME:	☐	NO. OF HRS./WK.:	$ 40,414.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 19.43	PER HOUR
		TEMPORARY:	☐			

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 State/Tribal Compact, Navajo Gaming Ordinance & Regulations, Gaming Commission Regulations and casino internal controls; writes incident reports and violation reports; monitors customers and employees to ensure there is no cheating or use of illegal gaming devices; 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 usuage; 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. Maintain effective working relationships. Prepares reports and collects statistics as required.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and four (4) years of investigation, regulatory and/or closely related gaming work experience.

Preferred Qualifications:

- An Associate's degree in Criminal Justice, Law Enforcement or closely related field.
- Proficient in Microsoft software or other computer applications.

Special Requirements:

- A favorable background investigation.
- Possess or be able to obtain a gaming license/certification from the State of Arizona and New Mexico and the Navajo Gaming Regulatory Office.
- Possess a valid state drivers 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 demostrate 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. Excellent reporting writing skills. Proficiency with personal computer usage.

<<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.