

### **SLOT COMPLIANCE MANAGER**

**DEFINITION:** Under general supervision, performs work of considerable difficulty in coordinating and overseeing all aspects of Slot Machine Compliance activities; ensures compliance with all Federal, State and Navajo Nation gaming laws and regulations; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Serves as liaison between the Department of Gaming, casino slot operations and the Navajo Nation Gaming Agency; schedules slot projects including but not limited to slot machine conversions, installation, movement and upgrades; schedules slot machine shipments with vendors; updates agency shipments, devices and information including gaming machines, game EPROMS, bill validator (BV) chips, mastercom, etc.; provides the Department of Gaming with applicable machine information, i.e. location, asset number, game name, serial number and EPROM information; obtains respective percentage average rate (PAR) sheets and Gaming Laboratory International, Inc. (GLI) letters for programs being used; provides machine information to staff; receives and completes appropriate paperwork when shipments arrive; EPROMS in comparison to GLI letter and/or GLI listing; generates appropriate paperwork for installation and conversations for staff to use Slot Access Form.

Creates and maintains files for new machines and conversions, consisting of Slot Control Worksheet, GLI letters, state reports, PAR sheet and Access form for active slot files; assists staff or completes slot projects during gaming machine certification; maintains database of slot floor, including stand and asset numbers, denomination, game name, percentages, serial number, all EPROM and installation data for active and inactive slots; maintains listing of routine slot inspections completed; maintains letters of jurisdictional approval from GLI; downloads GLI approved listing for applicable machine information and provides to agent; maintains and reviews files of Customer and Agency Notifications from slot vendors with respect to current gaming devices; maintains file of destroyed and returned EPROMS; maintains file of changes pertaining to the Wide Area Progressives.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

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.

Knowledge of public relations/customer service practices and procedures.

Skill in the use of personal computers and programs.

Skill in written and oral communication necessary for coordination with the State Gaming officials, slot operations, GLI and slot vendors.

Skill in observing employees for machine compliance with gaming regulations.

Skill in observing and monitoring employees to ensure compliance with internal controls and management practices and procedures.

Skill in investigating matters as it pertains to slot machine concerns and issues.

Skill in establishing and maintaining effective working relationships with Federal, State and Navajo Nation regulatory agencies, upper management, co-workers and the general public.

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**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort primarily in an office setting.

**MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Criminal Justice, Criminology, Business Administration or closely related field; and five (5) years of gaming regulatory or closely related experience involving the coordination, preparation and overseeing slot machine conversions, installation, movement and upgrades, two (2) years of which must have been in managing slot compliance activities.

**Special Requirements:**

- A favorable background investigation.
- Must possess or have the ability to obtain a valid gaming license/certification from the State of Arizona, New Mexico and/or the Navajo Nation Gaming Regulatory Office.
- Possess a valid state driver's license.

**PREFERRED QUALIFICATIONS:**

- A Master's degree in Criminal Justice, Criminology, Business Administration or closely related field.
- Proficient in Microsoft Office software or other computer applications.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.