

SLOT COMPLIANCE ASSISTANT

DEFINITION: Under general supervision, performs work of moderate difficulty in providing assistance as it pertains to slot machine conversions, installation, movement and upgrade; 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:

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 agent; 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 machines and conversions consisting of Slot Control Worksheet, GLI letters, status reports, PAR (percentage average rate) sheet and Access form for active slot files; assists staff or completes slot projects during 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 letters of jurisdictional approval from GLI and files Customer and Agency Notifications from slot vendors with respect to current gaming devices.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- Knowledge of Federal, State and Navajo Nation regulations.
- 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.
- Knowledge of and proficient in the use of personal computers and programs, i.e., Microsoft Word, Excel and GroupWise.
- 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.

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

SLOT COMPLIANCE ASSISTANT

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and one (1) year gaming regulatory or closely related experience involving the 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:

- 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.

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.