

# Tribal Gaming Commission

5825 Highway 21; Atmore, Alabama 36502 \* Telephone (251) 368-1811 · Facsimile (251) 446-9549

## JOB ANNOUNCEMENT

**POSITION:** GAMING AGENT  
**REPORTS TO:** LEAD GAMING AGENT  
**STATUS:** REGULAR FULL-TIME  
**ASSIGNED LOCATION:** TRIBAL GAMING COMMISSION – WCA location (3rd shift)  
**ADVERTISING:** TRIBAL WIDE & PUBLIC  
**OPENING DATE FOR APPLICATIONS:** **Friday, May 31, 2019**  
**CLOSING DATE FOR APPLICATIONS:** **Friday, June 14, 2019 AT 5:00 P.M.**

### GAMING AGENT (Regular Full-time Position)

The Gaming Agent acts as a liaison for the Tribal Gaming Commission Office (Atmore) in matters of compliance, investigations and licensing for Creek Casino Montgomery, Wind Creek Wetumpka, and Wind Creek Atmore; hereby referred to as PCI Gaming Facilities. The job description is not an all-inclusive list of duties and responsibilities of the position. The Gaming Agent is expected to perform all duties and responsibilities necessary to meet the goals and objectives of the Tribal Gaming Commission.

### CHAIN OF COMMAND

The Gaming Agent is supervised by a Lead Gaming Agent.

### CLASSIFICATION

This position a non-exempt position.

### DUTIES AND RESPONSIBILITIES

1. Completes compliance checklists in all areas of gaming and non-gaming operations at PCI Gaming Facilities.
2. Provides oral and written reports to the applicable Lead Gaming Agent on activities observed and performed.
3. Monitors facility gaming operations on a general basis as directed.
4. Observes and documents compliance with regulations and conformity with the standards and requirements of Federal/National and Tribal Internal Control Standards.
5. Prepares reports and supporting schedules related to inspections of activities and provides testimony as required.
6. Monitors new gaming activity and player interface progress and upgrades in casino operations.
7. Performs or assists in performing audits of gaming operation records.
8. Examine, test, and inspect gaming equipment as required by the Commission.
9. Monitor operations and paperwork to insure that proper procedures are being followed, documented and variances are reported.
10. Identifies confidential information and follows procedures for safeguarding such information.
11. Continually researches principles of internal audit compliance standards, best practices, and procedures toward the goal of performing accurate and complete audits of applicable gaming and non-gaming areas.
12. Review shift reports and gaming departments as directed.
13. Monitors variances from required regulations and standards.
14. Performs other duties as assigned by the appropriate personnel.
15. Travel to all PCI Gaming Facilities as deemed necessary.

### MINIMUM QUALIFICATIONS

1. This position requires one of the following:
  - a. Associate's Degree from an accredited college in Business Administration/Management, Accounting/Finance, or related field; **or**,
  - b. Five (5) years of verifiable employment experience working in Accounting, Finance, or Auditing performing similar jobs and duties as outlined in this job description; **or**,
  - c. A combination of the above options equivalent to five (5) years.
2. One (1) year experience working in the gaming industry in the area of gaming operations accounting, auditing, player interfaces, surveillance, drop and count or cage/vault.
3. Able to read, interpret, and analyze complex federal, state, and Tribal laws and regulations.
4. \*Must understand basic principles of accounting/auditing and the ability to write comprehensive reports.
5. \*Demonstrated efficiency in grammar, spelling, punctuation, and writing composition skills.
6. \*Working knowledge of computers with the ability to work in a Windows environment with software programs such as Word, Excel, etc.
7. Must be able to effectively work & communicate both verbally and in writing with other staff members & the general public.
8. Must possess a high level of maturity and integrity with the ability to maintain confidentiality.
9. Must be self-motivated and possess good problem solving skills.
10. Must be willing and able to work odd & irregular work hours at remote gaming facilities.
11. Must be capable of establishing workload priorities & balancing diverse projects.
12. Must successfully pass a background investigation, as required by the National Indian Gaming Commission (NIGC).
13. Must possess a valid state driver's license.
14. Must travel and participate in training and networking events via air or ground vehicle, as applicable or instructed.
15. Must have the ability to sit or stand for extended periods of time.
16. Able to work in a smoke/secondary smoke environment.
17. Able to perform all duties and responsibilities of this position.

**\*Applicable knowledge, skills, computer, and abilities exams conducted to determine qualification.**

Salary Range: \$17.74-\$26.61

### PREFERENCE SHALL BE GIVEN ACCORDING TO THE TERO ORDINANCE OF THE POARCH BAND OF CREEK INDIANS. DFWP.

Every applicant must complete an application provided by the Tribal Gaming Commission Office or online at [www.pci-tgc.org](http://www.pci-tgc.org). Applications must be received at the address above prior to the closing date of applications. A resume will not be accepted in the place of an application. **Incomplete applications will not be considered for this position.**

Complaints about the recruitment or selection process for employment should be directed in writing to the office of the Administrator of the TGC.