

Tribal Gaming Commission

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

JOB ANNOUNCEMENT

POSITION: INTERNAL CONTROLS OFFICER
DEPARTMENT: TRIBAL GAMING COMMISSION
REPORTS TO: SPECIAL AGENT II
STATUS: REGULAR FULL-TIME
ASSIGNED LOCATION: TGC WIND CREEK WETUMPKA (3rd Shift)
ADVERTISING: Tribal Wide & Public
OPENING DATE FOR APPLICATIONS: Friday, April 19, 2024
CLOSING DATE FOR APPLICATIONS: Friday, May 3, 2024 AT 5:00 P.M.

INTERNAL CONTROLS OFFICER

The Internal Controls Officer is a regulatory/surveillance position responsible for observing, documenting, and reporting assigned activities associated with gaming operations. These activities include, but are not limited to, the observation of duties or procedures pertaining to the Tribal Internal Control Standards (TICS), Federal Minimum Internal Control Standards (MICS), and various procedures and to report any and all unusual observations to their supervisor for appropriate resolution.

SUPERVISORY CHAIN OF COMMAND

The Internal Controls Officer is supervised by the Special Agent II.

CLASSIFICATION

This is a non-exempt position.

DUTIES AND RESPONSIBILITIES

1. Observe and report irregular activities, violations of TGC enforced policies and procedures, suspected thefts, and suspected cheating occurring in gaming facilities.
2. Utilize & monitor functionality of intricate and advanced audio and video surveillance technology.
3. Maintains security of designated areas and the confidentiality of all relevant information.
4. Monitors sensitive areas and restricted access areas to ensure only authorized personnel enter.
5. Assists with the investigations and documentation of gaming violations in conjunction with appropriate personnel.
6. Assist other investigative departments in organizing and evaluating situations that may become a liability or threaten the integrity of the Tribe's gaming operations.
7. Utilizes all available materials to observe, investigate and report.
8. Maintains an awareness of all applicable laws, guidelines, policies, procedures, TICS, MICS and SICS.
9. Assist with in-depth criminal and personal investigations on gaming/non-gaming employees, vendors, management contractors and other entities to prevent theft or embezzlement of Tribal assets both on and off the gaming floor.
10. Responsible for collecting information and formulating detailed reports of violations, suspicious activity, and nonconformity surrounding activity on the gaming floor.
11. Reviews surveillance recordings and bookmarks on a routine basis.
12. Performs daily duties and tasks while being seated and watching CCTV monitors for lengthy periods of time.
13. Participate in training involving all aspects of surveillance and casino topics to include Title 31, camera/equipment utilization, cheating methods and detection techniques, game protection, casino department procedures and other necessary staff training or development.
14. Performs other duties as assigned by the appropriate person.

REQUIRED MINIMUM QUALIFICATIONS

1. Educational and verifiable full-time employment experience:
 - a. High School diploma or GED required.
 - b. One (1) year in one of the following fields of surveillance, security, loss prevention or investigations; or the casino gaming fields of player services, cash operations, electronic gaming machine operations, regulatory control.
2. Must complete Title 31 training within six (6) months from date of hire as a continued condition of employment.
3. Must be twenty-one (21) years of age or older.
4. *Demonstrated efficiency in grammar, spelling, punctuation, and writing composition skills.
5. *Working knowledge of computers and Microsoft Windows environment using various software programs such as Word, Excel, etc.
6. *Must be able to effectively work & communicate both verbally and in writing with other staff members and general public.
7. Possess a high level of maturity and integrity with the ability to maintain confidentiality.
8. Willing and able work odd and irregular hours, including night and weekend schedules at remote gaming facilities. Hours are subject to change at any time with minimal notice to meet company needs.
9. Capable of establishing workload priorities & balancing diverse projects.
10. Possess a valid state driver's license & successfully pass a stringent background investigation.
11. Travel and participate in training and networking events via air or ground vehicle as applicable or instructed.
12. Able to work in a smoke/secondary smoke environment and sit or stand for extended periods of time in a confined environment.
13. Able to perform all duties and responsibilities of this position.

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

Salary Range: \$18.94 - \$28.42

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 . 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.