

**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
P.O. BOX 638 PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060**



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Assistant Gaming Inspector

SALARY: \$3,425 - \$4,107 per month, DOQ/DOE
Range 10

DEPARTMENT: Gaming Commission

LOCATION: Wildhorse Resort & Casino, Mission, Oregon

EMPLOYMENT STATUS: Full Time with complete benefits package
Safety Sensitive Position

SUPERVISED BY: Gaming Inspector

OPENING DATE: **November 2, 2009**

CLOSING DATE: **November 13, 2009**

GENERAL STATEMENT OF DUTIES:

This individual will be responsible for the inspection and regulation of all gaming conducted at the Confederated Tribes of the Umatilla Indian Reservation's Wildhorse Gaming Resort Casino, as authorized under the National Indian Gaming Commission (NIGC), the Indian Gaming Regulatory Act (IGRA), the CTUIR Gaming Code and the Tribal/State Compact. Individual will

be responsible for the comprehensive regulation component in the system of checks and balances needed to ensure the integrity of the games and to protect the interests of the Tribes.

DUTIES AND RESPONSIBILITIES:

1. Assist in the oversight of all CTUIR tribal gaming operations to assure the integrity of Wildhorse Gaming Resort Casino. Assists in coordinating the functions of the Tribal Gaming Commission with the Oregon State Police, the National Indian Gaming Commission and with other federal, tribal, state and local agencies as directed.
2. Conduct and write reports on investigations, perform any all office duties as required.
3. Recognize irregularities or weaknesses to the CTUIR/WRC Internal Controls and submit suggestions to correct them.
4. Shall report to the Tribal Gaming Commission and Gaming Inspector any failure by the Wildhorse Gaming Resort Casino to comply with any of the provisions of the National Indian Gaming Commission's Federal Minimum Internal Control Standards, Tribal State Compact, the Gaming Code, Gaming Regulations, Internal Controls and any other applicable laws and ordinances.
5. Shall protect the public interest in the integrity of gaming activities and prevent improper or unlawful conduct in the course of such Wildhorse Gaming Resort Casino activities.
6. Shall be responsible to assist in the implementation of the established procedures in place for the protection, public safety and physical security of patrons in the Wildhorse Gaming Resort Casino.
7. Shall receive on behalf of the Tribal Gaming Commission, any complaint from an employee of the Wildhorse Gaming Resort Casino or any member of the public who is or claims to be adversely affected by an act or omission of the Wildhorse Gaming Resort Casino, which is asserted to violate the Tribal/State Compact or Gaming Code.
8. Shall be responsible, as directed, for the coordination, conduct, testing and reporting of regulatory compliance audits of the Wildhorse Gaming Resort Casino.
9. Shall be responsible, upon request of the Tribal Gaming Commission Chairman or Gaming Inspector, for conducting preliminary investigation and recommendation to the Tribal Gaming Commission with respect to the grant or denial of any license, the imposition of any penalty, the investigation of any complaint, the investigation of any compliance violation, or any other action within the jurisdiction of the Tribal Gaming Commission.

10. Shall conduct, when directed by the Tribal Gaming Commission, any hearing, investigation or inquiry, compel the production of any information or documents and exercise the investigatory powers of the Tribal Gaming Commission.

REQUIRED MINIMUM QUALIFICATIONS (Note: It is the responsibility of the applicant to demonstrate they meet the minimum qualifications for this position.)

1. Must have High School Diploma or GED equivalent.
2. Must have a minimum of four (4) years casino or gaming regulatory experience.
3. Must have a demonstrated understanding and knowledge of the Indian Gaming Regulatory Act.
4. Must have a demonstrated understanding and knowledge of the CTUIR Tribal/State Compact processes, NIGC Federal Minimum Internal Control Standards, CTUIR Gaming Code and the Wildhorse Gaming Resort Casino Internal Controls.
5. Must have a demonstrated understanding of Casino surveillance and security operations.
6. Assistant Gaming Inspector must apply for and pass certification and background investigations as required by the Tribal Gaming Commission.
7. **Individual must practice strict confidentiality.**
8. Individual must be able to conduct him/herself in a professional manner at all times.
9. Individual must have good communication skills, both verbal and written.
10. Must have a demonstrated ability to work well with a diverse group of people.
11. Preference will be given to those who have prior working relationships in Indian gaming and/or Indian Country.
12. Must be able to review complex and detailed material, arrive at supportive decisions and carry out specific assignments within a specified period of time.
13. Must be able to formulate and present highly technical information.
14. Must have a demonstrated ability to work with computers.
15. Must have a valid driver's license and must be insurable.

16. Must be willing to attend and participate in training seminars, which will require travel.
17. Must be available to work all shifts, weekends and holidays, as required.
18. Must be able to comprehend and complete training in casino table games.

PHYSICAL DEMANDS

- Must be able to sit for long periods at a computer using keyboard and mouse.
- Must be able to lift items up to 50 pounds over shoulder height (tablegames card inventory shipment delivery, storage and transfer responsibility)
- Must be able to lift and carry items up to 10 pounds (card exchange)
- Must be able to stand for long periods of time.
- Must be able to sit for long periods in automobiles and airplanes while traveling.
- Must be able to competently operate a drill press (card canceling)
- Must be able to work in a smoking environment.

SUPERVISORY AUTHORITY

None.

SIGNATORY AUTHORITY

None.

ACCESS TO SENSITIVE AREAS

All areas of the casino operation, access to Gaming Commission administrative office.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers are required to disclose any pre-existing or mental disorder and/or disability known to the worker that would prevent them from performing in a reasonable and safe manner the activities involved in the position in which they work.

SELECTION PROCESS:

Tribal Personnel Policy and Procedures Manual, Section 3.02: Employment Preferences

The Tribe's employment preferences shall be as follows:

- a. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to Tribal members and to other Indians enrolled in federally recognized tribes. This Tribal and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.

- b. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
- c. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in section 3.07.
- d. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no Tribal employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, sex or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A drug free test is required before any employment offer is to be made. All tribal employees are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies and Procedures Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

- 1. Completed Tribal Employment application.
- 2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
- 3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
- 4. Completed application for Sensitive Tribal Positions.
- 5. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.

6. Veterans preference: Must provide proof of honorable service and discharge or completed Form DD214.

APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
P.O. Box 638
Pendleton, OR. 97801
Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, application package must be post marked by the closing date.

Approved by: Julia Withers-Lyons, Personnel Manager

Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date