

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2017-220 **Issue Date:** 10-11-17 **Closing Date:** 10-18-17

Surveillance Agent
YN Gaming Commission
Compliance Department
Hourly Wage: \$15.49/Regular/Full-Time

Responsible for operating a CCTV surveillance and recording system, to monitor all casino operations and services to protect the assets and reputation of the Yakama Nation, while ensuring the safety of all employees and visitors within the facility. Routinely monitors the gaming floor and conducts compliance reviews and checklists to ensure the gaming operation is in compliance with all regulatory requirements. Investigating instances of suspicious activity as well as suspected and known violations is a daily routine. Further responsibilities include ensuring the gaming operation is in compliance with Commission regulations, the Tribal-State Compact, the Yakama Nation Gaming Ordinance of 1994, and any other applicable regulations by writing thorough reports and enforcing non-compliance by issuing notices of violations when violations of those authorities occurs. The Surveillance Agent is required to maintain a professional standard of conduct compliant with the Vision and Core Values.

Knowledge, Skills and Responsibilities:

- Knowledge of standard governmental practices and policies and procedures and success with adhering to them.
- Knowledge of Tribal, Federal, and state laws, regulations internal controls, policies and procedures specific to Legends Casino.
- Knowledge of all table games play and payout, cash handling procedures, electronic gaming processes, and other rules associated with Legends Casino.
- Knowledge of general office practices and procedures.
- Knowledge and proficiency in computer use for writing reports, logs and statistics.
- Skilled in writing detailed reports for incidents, variances, regulatory violations, crimes, reviews and special observations is a daily routine.
- Ability to communicate and work in cooperation with the Gaming Agents, Investigator and Electronic Gaming Agent.
- Ability to accurately report and record statistical information for the tasks and duties performed.
- Ability to communicate accurately and effectively in regulatory hearings and a court of law.
- Ability to secure and process video evidence for required administrative, regulatory and criminal violations in accordance with written procedures and directives.
- Ability to contact law enforcement upon authorization from the Gaming Agent.
- Ability to work independently, be detail oriented (written and oral) and maintain an acceptable attendance record.
- Ability to follow directives, policies and procedures in a professional manner.

General Recruiting Indicators:

- High school diploma or equivalent required with a minimum of one (1) year experience in at least one of the following fields is required: regulatory enforcement, computer science, table games, electronic gambling, cage operations or auditing. Any equivalent combination of education or work experience may be substituted for required qualifications.
- Required to pass a pre-employment drug test.

Special Requirements:

- On a yearly basis must pass a background investigation.
- Required to sign a Confidentiality, Code of Conduct and Oath of Office agreement.
- Must have no prosecutions nor have been previously charged for crimes of illegal substance, theft or other crimes associated with them.
- This position requires rotating non-traditional work hours and days.
- Compliance personnel may not, upon separation of employment with the Yakama Nation Gaming Commission, work in any capacity within the gaming operation for a period of one year. The Commission may grant special exceptions at their discretion.
- This position requires working in a smoke filled environment with moderate to high noise levels. Required constant use of extremities for walking, climbing, kneeling, grabbing and long periods of standing or sitting and adequate eye sight is necessary.
- Must have excellent organizational skills in order to work within a team-structured office environment and demonstrate the ability to be a team player with all YNGC staff.