



JOB DESCRIPTION

Job Title: Tribal Gaming Officer
Reports To: Gaming Commission
Salary Minimum: DOE

Department: Tribal Gaming
Employment Status: Full Time, Sensitive

Summary:

A Tribal Gaming Officer is responsible for enforcing compliance with local, state and national gaming ordinances and regulations. A Tribal Gaming Officer's responsibilities are not limited to the following.

Essential Duties and Responsibilities:

- Observing Customers
- Observing employees
- Documenting compliance violations/policy violations
- Investigating compact violations/policy violations
- Verifying all jackpot payouts
- Witnessing all activity occurring in cash handling areas (Vault, Cage, Food & Beverage)
- Escorting and remaining with visitors in cash handling areas (Vault, Cage)
- Safeguarding all assets of the Fort Mojave Indian Tribe
- Review patron disputes
- Accountable for Key Control Log
- Accountable for 86'd persons (list of 86'd individuals)
- Work closely with Security Department
- Circulating in the casino and observing all activities
- Report and document any unusual activities
- Check all employee identification badges
- Be observant of underage gambling (21 age requirement)
- Work closely with Casino Manager & Security Department
- Work closely with Arizona Department of Gaming & Federal Authorities
- Be observant of any fraudulent activities (Slot cheat devices, etc.)
- Be observant of underage drinking in Food & Beverage area & casino floor
- Must be able to effectively communicate and handle conflict resolutions

Position Qualifications:

- Must be able to pass a background check
- Must be able to pass a pre-employment drug test
- Must familiarize yourself with Arizona Department of Gaming/Fort Mojave Indian Tribe Gaming Compact, Casino Policy & Procedures
- Gaming internal Controls, NIGC regulations & Tribal Ordinances

Education

- Must possess a High School Diploma or equivalent GED

Computer Skills:

- Must have basic computer knowledge and skills

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Experience

- Two (2) years of casino experience are required, preferably in security, surveillance or regulatory positions
- Must have no felony convictions

Physical Demands:

- Walking, standing,, bending during the shift

The Indian Preference Act will be enforced. The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Fort Mojave Indian Tribe reserves the right to amend and change responsibilities to meet business and organizational needs.