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**Karuk Community Health Clinic**  
64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270



**Karuk Dental Clinic**  
64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

**Administrative Office**  
Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

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## Vacancy Announcement

**Title:** Compliance Officer I

**Reports To:** Compliance Director

**Location:** Yreka, CA

**Salary:** \$17.00 to \$20.00 per hour, DOE

**Classification:** Full Time, Regular, Non-Exempt, Non-Entry Level

**Summary:** Responsible for processing, intake, and report development of potential Karuk Tribe Gaming Commission (KTGC) licensees. Responsible for assisting with the monitoring, inspecting and investigation activities at all gaming operations owned and operated by the Karuk Tribe. Also, ensures that activities being conducted on tribal lands where gaming is occurring are done in a manner that adhere to applicable laws, regulations, and internal controls.

### **Application Deadline: Open Until Filled**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us). The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: [Humanresources@karuk.us](mailto:Humanresources@karuk.us)

## POSITION DESCRIPTION

**Title:** Compliance Officer I

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### **Responsibilities:**

1. Adheres to all governing documents including but not limited to the Indian Gaming Regulatory Act, Karuk Tribal-State Compact, Karuk Tribal Gaming Ordinance, Karuk Gaming Commission Rules and Regulations, Internal Controls and other applicable laws and regulations that govern Indian gaming.
2. Adheres to all Karuk Tribe Gaming Commission and Karuk Tribe policies and procedures.
3. Must be able to comply with the KTGC code of ethics.
4. Processes background investigations of potential licensees of the Karuk Tribe Gaming Commission in accordance with all licensing regulations and processes.
5. Creates reports on all potential licensees of the KTGC to be found suitable or unsuitable for a Class A or Class B license.
6. Assists with inspections for all gaming and non-gaming departments.
7. Assists with all monitoring programs created and approved by the KTGC.
8. Assists with investigations as directed by the Compliance Director of the KTGC Compliance Department.
9. Promotes and maintains positive staff relations both internally and externally.
10. Maintains communication with the Gaming Compliance Director electronically, verbally and with any other forms of identified communication.
11. Reports all incidents that may be infractions to the governing documents to the Gaming Compliance Director.
12. Collects information from inspections, monitoring as well as compliance investigations. Compile this information into reports for review by the Gaming Compliance Director and Gaming Commission.

13. Assists in the review of new or changed Casino Policies and Procedures for all departments involved in gaming activity to ensure compliance with the NIGC, Compact, Tribal and any other applicable regulations and laws.
14. Compiles information from investigations, inspections, and monitoring into reports for review by the Gaming Compliance Director and the KTGC.
15. Abides by KTGC and Karuk Tribe confidentiality and code of conduct policies.
16. Must be capable to communicate effectively both orally and in writing.
17. Responsible for assisting the Gaming Compliance Director in the overall direction, coordination, and implementation of the department's responsibilities per the governing documents.
18. Aides in the review of customer complaints filed with the Commission as well as assisting in resolving gaming related matters.
19. Performs duties in a well-lighted, ventilated and temperature-controlled office environment. Occasional exposure to smoke-filled and noisy environment.
20. Maintains an organized inventory of the gaming machine software storage physically and electronically.
21. Compiles information for the gaming license background investigation for recommendation to the Gaming Commission.
22. Assists in organizing and coordinating the gaming license files and responses.
23. Maintains the integrity of the gaming machines by providing assistance in verifying the gaming machines programming on the Casino floor.
24. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Strives to be "solution-focused" and presents challenges with recommendations for solutions that best meet the needs of the Karuk Tribe.
5. Have the ability to understand and follow oral and written instructions.
6. Establishes and maintains an effective working relationship with the public, outside agencies, both public and private.

**Requirements:**

1. Must be at least 21 years of age.

2. High School Diploma or Graduate Equivalency Degree (G.E.D) and a minimum of two (2) years of prior casino experience; or equivalent combination of education with casino experience.
3. Must be able to communicate effectively orally and in writing.
4. Must be able to analyze and interpret numerical data, including statistical information.
5. Must have strong computer skills including ability to use Microsoft Office programs.
6. Must have working knowledge of National Indian Gaming Commission (NIGC) regulations, California Tribal-State Compacts, and Gaming Ordinances.
7. Must have working knowledge of Class II and III casino games.
8. Must possess reasonable ability to communicate in English.
9. Highly self-motivated and directed.
10. Keen attention to detail.
11. Proven analytical, evaluative, and problem-solving abilities.
12. Ability to effectively prioritize and execute tasks in a high-pressure environment.
13. Ability to maintain visual attention and mental concentration for significant periods of time.
14. Must possess and maintain a valid state driver's license and be insurable by the Karuk Tribe's insurance carrier.
15. Willing to travel and participate in training as required.
16. Must have a Tribal Gaming License (or the ability to obtain and maintain a license) as a requirement for this position.
17. Must abide by the Commission's confidentiality policy.
18. Must be willing to work weekends, holidays and nights; must be willing to be on call.
19. Must successfully pass a drug screening test and criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Veteran's Preference:** it shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Committee Approved:** February 7, 2024

**Employee's Signature:** \_\_\_\_\_

