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

Karuk Tribe



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

Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
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Emergency Posting Vacancy Announcement

Title: Compliance Officer
Reports To: Compliance Director
Location: Yreka, CA
Salary: Competitive Salary & Benefits, DOE
Classification: Full Time, Regular, Non-Exempt, Non-Entry Level

Summary: Responsible for monitoring gaming activities to protect Tribal assets and the integrity of the Tribe associated with all the Tribe's gaming activities. Ensures tribal gaming is conducted in adherence to applicable laws and regulations, and assists in the reduction of risk of theft and fraudulent activities.

Application Deadline: December 4, 2017 at 5:00 pm

Applications are available at all Tribal Offices or on the Internet at www.karuk.us/jobs/. 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 or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2010, Email: tparry@karuk.us

POSITION DESCRIPTION

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Responsibilities:

1. Adheres to all Karuk Gaming Commission ("Commission") Policies and Procedures.
2. Promote and maintain positive staff relations.
3. Maintain communication with the Gaming Compliance Director.
4. Report all incidents to the Gaming Compliance Director as recorded by the Compliance Personnel.
5. Assist in the implementation of training programs.
6. Collect information from inspections and compliance investigations and compiles that information into reports for review by the Gaming Compliance Director.
7. Assists in the review of new or changed Casino Policies and Procedures to ensure compliance with the NIGC, Compact, Tribal and any other applicable regulations and laws.
8. May perform functions of other positions as required.
9. Abide by Commission confidentiality policies.
10. Communicate effectively both orally and in writing.
11. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.
12. Responsible for assisting the Gaming Compliance Director in the overall direction, coordination, and evaluation of this department.

13. Assist the Gaming Compliance Director in responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assisting in interviewing, hiring, and training Associates; addressing complaints and resolving problems.
14. The Compliance Officer will have access to sensitive areas and information of the gaming facilities, vendors, and employees. The Compliance Officer must be accompanied by another authorized individual when accessing sensitive areas, and maintain strict confidentiality
15. Perform duties in a well-lighted, ventilated and temperature controlled office environment. Occasional exposure to smoke-filled and noisy environment.
16. Compliance correspondence to Karuk Tribe Gaming Commission.

Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be at least 21 years of age.
2. High School Diploma or G.E.D, college degree preferred, and a minimum of two (2) years of management experience; or equivalent combination of education and experience. Law enforcement background in both administration and investigation fields preferred.
3. Ability to analyze and interpret numerical data, including statistical information.
4. Computer skills including word processing and spreadsheet programs.
5. Must have working knowledge of NIGC regulations, California Tribal-State Compacts, and Gaming Ordinances.
6. Must have working knowledge of Class II and III casino games offered.
7. Must possess reasonable ability to communicate in English.
8. Highly self-motivated and directed.
9. Keen attention to detail.
10. Proven analytical, evaluative, and problem-solving abilities.
11. Ability to effectively prioritize and execute tasks in a high-pressure environment.
12. Ability to maintain visual attention and mental concentration for significant periods of time.

13. Must possess and maintain a valid state driver's license and be insurable by the Karuk Tribe's insurance carrier.
14. Willing to travel and participate in training as recommended or required.
15. Must have a Tribal Gaming License (or the ability to obtain and maintain a license) as a requirement for this position.
16. Must abide by the Commission's confidentiality policy.
17. Must be willing to work weekends, holidays and nights; must be willing to be on call.
16. 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.

Council Approved: October 19, 2017

Chairman's Signature: _____

Employee's Signature: _____