


Karuk Tribe

GAMING COMMISSION

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

Vacancy Announcement

Title: Compliance Director

Reports To: Tribal Gaming Commission

Location: Yreka, CA

Salary: \$60,000 - \$80,000 per year, depending on experience

Summary: The Compliance Director position is responsible for the oversight of gaming activities in accordance with Tribal, Federal and State regulations for the purpose of protecting the assets and interests of the Karuk Tribe's Rain Rock Casino and to ensure the continued integrity of Tribal gaming. This position will be expected to monitor compliance with Tribal Gaming regulations (including, but not limited to IGRA, NIGC, CGCC, Tribal Gaming Ordinance) and develop gaming policies and procedures in conjunction with the Karuk Tribal Gaming Commission.

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

Application Deadline: February 13, 2017

Applications are available at all Tribal Offices or on the Internet at 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 or by contacting the Human Resource Department, Telephone (530) 493-1600, Fax: (530) 493-5322, Email: dlbernal@karuk.us

POSITION DESCRIPTION

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Responsibilities:

1. Develop and maintain knowledge and understanding of Tribal Regulations and Ordinances, Tribal-State Compact, Karuk Tribe's Minimum Internal Control Standards and Title 31 regulations.
2. Develops, presents, and explains budget requirements for area of responsibilities with Tribal Council approval; monitors expenditures; prepares financial forms and reports.
3. Coordinate with federal, state, and local law enforcement and emergency response agencies on regulations, enforcement, investigations, and prosecution of violations when necessary as deemed by the Commission.
4. Performs audits, reviews procedures and tests equipment / games of compliance with all Tribal, Federal and State rules and regulations, including all internal controls and policies.
5. Conducts investigations when assigned and reports findings to the Tribal Gaming Commission.
6. Review and investigate any patron disputes or complaints that cannot be satisfied by casino management.
7. Develop an understanding of investigation and interview techniques.
8. Develop and maintain knowledge of gaming devices, technical standards and game protection.
9. Work with external agencies and departments when necessary.
10. Observe Casino activities for suspicious or illegal activities.

11. Observe Casino staff in the performance of their duties and report any unusual or suspicious activities.
12. Develop and enforce Compliance Department policies and procedures.
13. Maintain integrity and discretion handling confidential information.
14. Develop and maintain the knowledge of all the job duties and responsibilities of a Regulatory Agent and shall be accountable for such duties as assigned.
15. Maintain a professional appearance, conduct and impartiality in the performance
16. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
17. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Knowledge of the history and governmental structure of the Rain Rock Casino.
2. Familiarity with tribal gaming and gaming commission functions, particularly with regulatory compliance and investigations.
3. Must maintain a professional and positive attitude at all times.
4. Must have excellent organizational skills and meet deadlines when prescribed.
5. Ability to effectively communicate in writing and orally.
6. Familiarity with tribal gaming and gaming commission functions, particularly with regulatory compliance and investigations.
7. Ability to interpret laws, regulations and policies in addition to formulating and developing procedures and regulations to ensure compliance.
8. Must be able to stand for extended periods of time in a smoking environment;
9. Available to work shift, including weekends and holidays.
10. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
11. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.

12. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.

13. Demonstrates the ability to understand and follow oral and written instructions.

Requirements:

1. Must possess Bachelor's Degree in Business, Accounting, or related discipline with an additional two (2) years' experience in auditing, surveillance, compliance or investigative experience and/or training.
2. Experience in Tribal Gaming required. This job description may not include all duties and functions performed by this position, additional job duties may be assigned and required.
3. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
4. Must adhere to confidentiality at all times.
5. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal history check.

Tribal Preference Policy: In accordance with the TERO Ordinance, 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: February 2, 2017

Chairman's Signature: _____

Commissioner Signature: _____

Employee's Signature: _____