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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

**Reports to:** Compliance Director

**Location:** Yreka, CA

**Salary:** Competitive Salary & Benefits, DOE

**Summary:** Responsible for monitoring and inspection of the gaming activities and operations in order 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, regulations, internal controls and assists in mitigating risk of theft and fraudulent activities.

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

### **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 Resource Director, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## POSITION DESCRIPTION

**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 and inspection of the gaming activities and operations in order 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, regulations, internal controls and assists in mitigating risk of theft and fraudulent activities.

### **Responsibilities:**

1. Adheres to all Karuk Gaming Commission ("Commission") Policies and Procedures.
2. Promote and maintain positive staff relations both internally and externally.
3. Maintain communication with the Gaming Compliance Director via electronically, verbally and any other forms of identified communication.
4. Report all incidents that may be infractions to the governing documents to the Gaming Compliance Director as recorded by the Compliance Personnel.
5. Collect information from inspections, monitoring as well as compliance investigations. Compile this information into reports for review by the Gaming Compliance Director and Gaming Commission.
6. 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.
7. May perform functions of other positions as required.
8. Abide by Commission confidentiality and code of conduct policies.
9. Must be capable to communicate effectively both orally and in writing.
10. Responsible for assisting the Gaming Compliance Director in the overall direction, coordination, and implementation of the department's responsibilities per the governing documents.
11. Assist the Gaming Compliance Director in the training of fellow Gaming Commission team members, aid in the review of customer complaints filed with the Commission as well as assisting in resolving gaming related matters.

12. 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 will be required to maintain strict confidentiality
13. Perform duties in a well-lighted, ventilated and temperature-controlled office environment. Occasional exposure to smoke-filled and noisy environment.
14. 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. Accounting background 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:** \_\_\_\_\_