

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2016-223 **Issue Date:** 11-17-16 **Closing Date:** 11-29-16

Compliance Shift Supervisor
Yakama Nation Gaming Commission
Compliance Department
Hourly Wage: \$20.80/Regular/Full-Time/Supervisor

The Compliance Shift Supervisor oversees the functions of the surveillance and enforcement divisions. Responsibilities include ensuring that both divisions are maintaining and enforcing regulatory compliance, adhering to policies, procedures and directives. The supervisor carries the responsibility of making regulatory decisions on behalf of the Yakama Nation Gaming Commission. Supervision includes ensuring work productivity, customer service, and timely completion of work is appropriate. Responsible to report all personnel and regulatory issues is required and must be immediate and thorough. Responsible to ensure the gaming operation is in compliance with all applicable regulations and laws. A strong ability to communicate difficult issues with various staff and gaming operations associates is necessary. Review and prepare written reports when deviation occurs. This is a supervisory position which requires working in cooperation and closely with management.

Knowledge, Skills and Abilities:

- Knowledge of tribal, state, federal laws and regulations, specifically in relation to the gaming industry.
- Knowledge of the principles and practices of tribal administration and general office practices and procedures.
- Knowledge of casino surveillance and enforcement practices including gaming procedures, games integrity and patron and asset protection processes.
- Knowledge of Class II and Class III gaming systems, hardware, software and pay and play characteristics.
- Knowledge of gaming pays and plays, cheat detection and prevention.
- Knowledge of and appropriate application with the use of force.
- Skilled in various personal computer applications, including Microsoft Work Excel, Works, and Access.
- Skilled in the operation and administration of the CCTV surveillance system utilizing the digital control system.
- Ability to apply strong leadership and motivational skills.
- Ability to facilitate and lead projects and issues.
- Ability to demonstrate strong interpersonal relationship skills that adhere to the values and business practices of the Commission.
- Ability to demonstrate excellent verbal and written communication skills required proficient in all aspects of technical writing.
- Ability to plan, organize and prioritize tasks and work assignments.
- Ability to review and decipher complex information.
- Ability to analyze technical documents and data and provide necessary reports and actions.
- Ability to exercise leadership role with professionalism in a reserved manner with integrity and objectivity; provide an appropriate example.
- Ability to conduct the enforcement and surveillance division's tasks as necessary.
- Ability to develop direct reports in aspects of compliance skills associated with both divisions.
- Ability to develop and monitor customer service skills as established by the Commission.
- Ability to maintain and promote strict standards of confidentiality and professionalism.

General Recruiting Indicators:

- Minimum of a high school diploma or GED and five years of compliance experience required. Two to Three years of supervisory experience preferred, OR any equivalent combination of education and work experience may be substituted for required qualifications.
- Required to pass a pre-employment drug and alcohol test.

Special Requirements:

- Ability to pass an annual thorough criminal background investigation.
- Must possess and maintain a valid Washington State Driver License throughout employment.
- Must take an Oath of Office; sign a Code of Conduct and Confidentiality Agreements.
- Must work non-traditional work hours, rotating shifts, weekends, and holidays as necessary.
- Must be 21 years of age, physically fit, capable of lifting 75 lbs, have good vision, with corrective lenses if applicable, able to physically detain uncooperative subjects, able to successfully achieve the WA St. Police Reserve Academy (required to train with firearm), and maintain certifications of oleoresin capicum, handcuffing, expandable baton and defensive tactics for the protection of patrons and gaming operations associates and for the safeguarding of the Yakama Nation gaming assets.
- This position requires working in a smoke filled environment with moderate to high noise levels.
- Required constant use of extremities for walking, climbing, kneeling, grabbing and standing is necessary.