

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at [www.tachi-yokut-nsn.gov](http://www.tachi-yokut-nsn.gov)

### Job Requisition Form

**Position to be Filled:** Supervisor

**Department:** Gaming Commission Compliance

**Required Qualifications/Essential Duties:**

- High School Diploma or General Education Degree (GED) plus two years of supervisory experience in Regulatory Compliance, Accounting, Internal Audit, Surveillance or Casino Operations backgrounds;
- Valid California Driver License- **REQUIRED**
- Must be insurable through companies carrier and maintain throughout employment- **REQUIRED**
- Must be able to obtain a California Gaming License and maintain throughout employment- **REQUIRED**
- Ensures confidentiality of all information in the Gaming Commission Office, includes but not limited to applications, employees, information from federal, tribal or state law enforcement and state gaming office;
- Inform and update Compliance Director on all situations and activities with the Compliance Department;
- Ensure Compliance Officers become intimately familiar with the Tribal Ordinance and Casino Internal Controls;
- Ensure all departments provide physical safety and well-being of employees of the Tachi Palace Hotel and Casino and Gaming Commission;
- Determine when appropriate to complete an "incident report" which is a record of serious violation to either the Ordinance or Casino Internal Controls;
- Maintains control over access to sensitive/restricted areas of the gaming facility and electronic access systems.
- Conducts testing of gaming devices computer control programmed storage media for verification of validity and authorized programming;
- Monitors shipping, receiving, installation, relocation, removal, storage, etc. For gaming devices for security and compliance with applicable laws and regulations. Ensuring accurate records are maintained;
- Randomly audits gaming related transaction document for compliance with regulations and internal controls;
- Writes reports and conducts follow up investigations on reported or observed violations or deficiencies;
- Works closely with Surveillance Personnel, Investigator and appropriate casino personnel in fulfilling responsibilities;
- Presents testimony on patron disputes to the Independent Gaming Review Board;
- Able to extract, interpret and analyze data from slot on line data system and other casino computerized data systems;
- Inspects and monitor facility compliance with all environmental, health and safety regulatory requirements;
- Investigate actual or suspected health and safety hazards and work with Casino Risk Management;
- Drive company vehicle or personal vehicle to conduct business on behalf of the Compliance Department.

**Reports To:** Director

**Starting Rate of Pay:** DOE-\$43, 160.00 (Exempt)

**Approximate Hours:** 40+ hrs per wk

**Date Posted:** August 27, 2020

**Deadline:** Open Until Filled

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Department Director                      Date

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Human Resources Director              Date

**The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.**