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**Karuk Dental Clinic**  
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## 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: Open Until Filled

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

# Karuk Tribe Application Checklist

To ensure that your application will be properly considered for employment with the Karuk Tribe, you **MUST** attach documentation for the information that is requested on the employment application form. The Tribe's Human Resources department is not responsible for ensuring your application is complete upon submission.

- ✓ **Enrollment Documentation** – to be considered for Tribal Preference you **must** attach documentation of your enrollment with a federally recognized tribe. The Tribe's Enrollment department is not allowed to submit your documentation for you.
- ✓ **Veterans Preference** – You **must** attach a copy of your DD-214 to be considered for Veterans Preference. Without this documentation you will not be given Veteran's Preference.
- ✓ **Employment History** – You should completely fill out your employment history even if you attach a resume with your application. It is important to include all information that is requested in this section.
- ✓ **Education** – You **must** attach copies of your educational achievements including certifications, special training certificates, degrees, vocational certifications or other types of education that you have to document that you meet specific job description requirements.
- ✓ **Driver's License** – You must provide the state and number of your Driver's License on your application. 99% of jobs at the Karuk Tribe require a Driver's License. Your application will be withdrawn from consideration without this information. If you do not have a Driver's License but expect to have one in the near future you should write down when you expect to have it.
- ✓ **References** – You **must** include at least three (3) references on your application including their contact information.
- ✓ **Signature** – You must sign your application or it will be withdrawn from consideration for employment with the Karuk Tribe.
- ✓ **Resume** – while not required, it is a good practice to include a resume with your application.
- ✓ **Cover letter** – while not required, it could prove beneficial to include a short cover letter with your application.
- ✓ **Reference Letters** – while not required, it could prove beneficial to submit reference letters from former employers, associates or other individuals who you have worked with.

**For further job opportunity referrals be sure to complete the TERO Skills Bank application! Contact the TERO Department or go online to [www.karuk.us](http://www.karuk.us) and click on the TERO page**

## 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 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.

### **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:** \_\_\_\_\_