
Karuk Community Health Clinic

64236 Second Avenue
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Phone: (530) 493-5257
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Karuk Tribe**Administrative Office**

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

Karuk Dental Clinic

64236 Second Avenue
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Phone: (530) 493-2201
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Vacancy Announcement

Title: Supervisor of Gaming Compliance-Tribal Gaming Commission

Reports To: Director of Compliance - Tribal Gaming Commission:

Location: Yreka, CA

Assigned

Work Location: Yreka, CA

Salary: \$60,000 - \$72,000 /DOE

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

Summary: The Supervisor of Gaming Compliance is responsible for the oversight of the Gaming Compliance officers and Background Investigator in accordance with Tribal, Federal and State Laws and regulations for the purpose of protecting the assets and interests of the Karuk Tribe's Rain Rock Casino. This position will be expected to monitor compliance with applicable laws and regulations including, but not limited to the Indian Gaming Regulatory Act (IGRA), National Indian Gaming Commission Regulations (NIGC), California Gaming Control Commission (CGCC), and all applicable Tribal Gaming Ordinances, Karuk Tribe Gaming Rules and Regulations and may participate in the development of Compliance department policies and procedures.

Application Deadline: January 2nd, 2025 by 5:00 PM

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 Resources Department, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: humanresources@karuk.us

POSITION DESCRIPTION

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Responsibilities:

1. Supervises designated Compliance department staff and participates and/or oversees the hiring and staffing and training needs of their direct reports through compliance of the Tribal Gaming Ordinance, Tribal Rules, Regulations, Internal Controls and Policies & Procedures.
2. Creates work schedules for the Compliance Officers and Background Investigator.
3. Executes department training and coordinates necessary Compliance team member training.
4. Supervises designated staff
5. Evaluates, counsels, and may recommend promotions of current employees.
6. Recommends employee disciplinary actions, terminations, and suspensions through the established procedures of the TGA Personnel Policies and Procedures, the Tribal Gaming Ordinance.
7. Enforces and maintains the knowledge-Tribal Regulations and Ordinances, Tribal-State Compact, Karuk Tribe's Internal Control Standards (ICS) and Title 31.
8. Coordinate with federal, state, and local law enforcement and emergency response agencies on regulations, enforcement, investigations, and prosecution of violations when deemed necessary by the Director of Compliance and/or the Gaming Commission.
9. Oversees, creates and monitors the Gaming Commissions inspection and monitoring programs in accordance the Tribal Gaming Ordinance, Rules, Regulations, Tribal-State Compact, Indian Gaming Regulatory Act and all other applicable laws, regulations and controls.
10. Creates daily, weekly and monthly reports as necessary and required by the Director of Compliance.
11. Conduct background investigations when assigned and reports findings to the Compliance Director of the Gaming Tribal Gaming Commission.
12. Assist and/or coordinate the reviews and investigates any patron disputes or complaints that cannot be satisfied by casino management.

13. Oversees the background investigator and the entire gaming licensing process for all employees of the gaming operation.
14. Directs the review of applications for gaming licenses and certifications and ensures that compliance standards for licensing are met in accordance with Federal, State, and Tribal policies.
15. Oversees the review of background investigation reports to guarantee they are complete and accurate. Recommends or rejects licensing requests based on review of applicable information. Will notify the NIGC of the results of background checks.
16. Recommends to the Director of Gaming any possible sanctions for violations of gaming laws and regulations.
17. Maintains knowledge of gaming devices, technical standards and game protection.
18. Observes patrons and KTGC licensees for suspicious or illegal activities.
19. Observes Casino staff in the performance of their duties and report any unusual or suspicious activities to the Director of Compliance.
20. Develop and enforce Compliance Department policies and procedures.
21. Maintains integrity and discretion handling confidential information.
22. Maintains a professional appearance, conduct and impartiality in the performance
23. Be available for local and out of the area travel as required for job related training;
24. Attends all required meetings and functions,
25. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.
26. All other duties assigned.

Qualifications:

1. Knowledge of the history and governmental structure of the Rain Rock Casino or the ability to obtain the proscribed knowledge within a designated period of time;
2. Knowledge of State of California Gaming Compact and any subsequent Compact Amendments, Gaming Codes, Federal State and Tribal laws, policies & procedures etc.
3. Knowledge of the IGRA, NIGC, and the Tribal-State Compact.
4. Knowledge of the IGRA, NIGC, Tribal-State Compact and Tribal Gaming Ordinance licensing requirements.
5. Knowledge of Class II and Class III Gaming; knowledge of gambling and gaming practices, equipment and devices.
6. Knowledge of basic law enforcement principles, practices and procedures including knowledge of investigation principles and practices.
7. Skilled in applying investigative techniques and practices.
8. Knowledgeable of basic court reports and practices.
9. Skilled in reading law as well as interpreting Federal, Tribal and State law.
10. Skill in establishing and maintaining effective working relationships with Federal, State, and Tribal regulatory agencies; contract providers, vendors, law enforcement agencies; co-workers, the general public, and the ability to establish and maintain impartiality of departmental employees and members of the Karuk Gaming Commission.
11. Skilled in preparing and maintaining reports and documentation necessary for regulatory audits. Must possess strong administrative, organizational, communication, customer/guest service and conflict resolution skills.
12. Skilled in Microsoft Office, emails and other windows-based software.
13. Must be able to work with digital licensing software.
14. Must be able to supervise team members in a fast-paced stressful environment.
15. Must be able to stand for extended periods of time in a smoking environment complete with flashing lights, strong odors and various sounds
Requires working nights, weekends and holidays.

16. Knowledgeable of digital licensing software, audit software and digital report writing software.
17. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
18. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
19. Demonstrates the ability to understand and follow oral and written instructions.

Requirements:

1. High School diploma or equivalent. 2-year degree in law enforcement, accounting or other closely related field preferred. Or on the job experience in Regulatory Compliance 5 years.
2. 5 years of Indian Gaming Casino/Regulatory Experience: Specifically in Security, Surveillance or Regulatory Operations.
3. Minimum of 2 years supervising team members.
4. Must be able to write reports/letter at a high level of expertise.
Must possess a valid California driver license and be insurable under the Tribe's insurance carrier.
5. Must be able to be Criminal Justice Information Services (CJIS) Level III certified.
6. Must be able to be Local Area Security Officer (LASO) certified.
7. Must adhere to confidentiality at all times.
8. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal history check.
9. Must qualify for a Primary Management Official license that will be issued by the Karuk Tribe Gaming Commission

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.

Committee Approved: December 18, 2024

Director of Compliance Signature: _____

Employee's Signature: _____