
Karuk Community Health Clinic

64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

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
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Vacancy Announcement

Title: Gaming Commission Compliance Internal Auditor

Reports To: Gaming Commission Compliance Director

Location: Yreka, CA

Home/Assignment

Station: Yreka, CA

Salary: \$25-\$33 per hour/DOE

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

Summary: Responsible for performing assigned audits as well ensuring proper follow up. The Internal Auditor I will conduct research, complete assigned audit checklists and be knowledgeable of Tribal, Federal (State [if applicable] and Casino Internal Controls (IC's) as well as applicable department policies and procedures for the Rain Rock Hotel and Casino & the Karuk Tribe Gaming Commission (KTGC).

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

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Responsibilities:

1. Adheres to all governing documents, laws and ordinances including but not limited to Indian Gaming Regulatory Act (IGRA), Karuk Tribal-State Compact, Karuk Tribal Gaming Ordinance, Karuk Gaming Commission Rules and Regulations, Internal Controls (IC's) and other applicable laws and regulations that govern Indian gaming.
2. Adheres to all Karuk Tribal Gaming Commission (KTGC) and Karuk Tribal policies and procedures.
3. Complies with the KTGC code of ethics.
4. Performs in depth internal audits of all assigned audits, specifically all CFR 542 and 543 audit requirements.
5. Creates detailed reports on all audits performed.
6. Submits and presents all completed audits to the Karuk Tribe Gaming Commission and the KTGC Compliance Director and applicable Rain Rock Hotel & Casino Directors.
7. When required, will assist with inspections for all gaming and non-gaming departments as directed by the KTGC Compliance Director or his/her designee.

8. When required, the audit position will assist with all monitoring programs created and approved by the KTGC Compliance Director or his/her designee.
9. The KTGC internal auditor will assist in any investigations or variances as directed.
10. Promotes and maintains positive staff relations both internally and externally.
11. Reports all incidents that may be infractions of the governing documents to the KTGC Compliance Director or his/her designee
12. Abides by KTGC and Karuk Tribe confidentiality and personnel policies.
13. Must be capable of communicating effectively both orally and in writing.
14. Responsible for assisting the KTGC Gaming Compliance Director in the overall direction, coordination, and implementation of the department's responsibilities per the governing documents.
15. Must be knowledgeable of and able to successfully navigate the Compliance department's digital auditing software, surveillance systems and common office equipment and software.
16. Maintains an organized inventory of the gaming machine software storage physically and electronically.
17. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Has the ability to work effectively with Native American people in culturally diverse environments.
2. Has the ability to manage time well and work under stressful conditions with an even temperament.
3. Has the ability to work with multiple computer software systems.
4. Has the ability to establish and maintain harmonious working relationships with other employees and the public.
5. Strives to be "solution-focused" and presents challenges with recommendations for solutions that best meet the needs of the Karuk Tribe.
6. Have the ability to understand and follow oral and written instructions.
7. Establishes and maintains an effective working relationship with the public, outside agencies, both public and private.

Requirements:

1. Must be at least 21 years of age.
2. High School Diploma or Graduate Equivalency Degree (G.E.D). and a minimum of three (3) years of prior casino experience; or preferred 5-7 years of equivalent combination of education with casino experience.

3. Must be able to communicate effectively, orally and in writing.
4. Must be able to analyze and interpret casino accounting reports, slots and table game reports as well as other reports as generated by the Casino.
5. Must have strong computer skills including ability to use Microsoft Office programs as well as windows-based software. Examples would be, Merydyan PRYME software, Transunion reports and Vigilant Background software.
6. Must become able to become a superuser for all licensing software used by the Compliance department.
7. Must be able to become fluent in all software applications used by the Compliance department to properly perform the internal audit.
8. Must have working knowledge of National Indian Gaming Commission (NIGC) regulations, California Tribal-State Compacts, and Gaming Ordinances.
9. Will be required to become Criminal Information Justice Service (CJIS) certified; multiple levels of certification may be required.
10. Must have working knowledge of Class II and III casino games, or at least be willing to be trained on Class II and Class III gaming.
11. Must possess reasonable ability to communicate in English.
12. Highly self-motivated and directed.
13. Must have a high attention to detail;
Proven analytical and problem-solving abilities.
14. Ability to effectively prioritize and execute tasks in a high-pressure environment.
15. Ability to maintain visual attention and mental concentration for significant periods of time.
16. Must possess and maintain a valid state driver's license and be insurable by the Karuk Tribe's insurance carrier.
17. Willing to travel and participate in training as required.
18. Must be willing to become a Certified Internal Auditor
19. Must be able to qualify for a Tribal Gaming License (or the ability to obtain and maintain a license) as a requirement for this position.
20. Must abide by the Commission's confidentiality policy.
21. Must be willing to work weekends, holidays and nights; must be willing to be on call.

22. 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.

Committee Approved: December 3, 2024

Employee's Signature: _____