

# Kickapoo Tribe in Kansas Gaming Commission

## Gaming Inspector Job Descriptions

**Reports To:** Executive Director

**Position:** Gaming Inspector

**Job Description:** Responsible for the on-site regulations, controls, and security of the gaming operation authorized by the Tribal/State Compact, Tribal Internal Controls Standards (TICS), Regulations, Ordinance, and Indian Gaming Regulatory Act (IGRA).

**Extent of Job Authority:** Observe throughout the gaming operation and report all findings to the Kickapoo Tribe Gaming Commission (KTGC).

- Monitor Gaming Operation within the Golden Eagle Casino (GEC) to insure compliance with Gaming Laws and Regulations including but not limited to: State Compact, Internal Controls, Standard of Operations, Tribal Internal Controls Standards (TICS), Technical Standards, National Indian Gaming Commission (NIGC) Minimum Internal Control Standards (MICS), IGRA, Ordinances, Resolutions, and all forms of Regulatory Compliance. Record any unusual occurrences within the gaming facility by making log entries or written reports.
- Provide the KTGC with a written report for ALL violations of the Compact, MICS, TICS, IGRA, Policies and Procedures, Technical Standards, and Ordinance.
- Inspectors are responsible for checklist auditing, control and the security of the count rooms. Also to include investigations and reporting responsibilities.
- Prohibit unauthorized personnel from entering or exiting during the count process until all assets have been secured.
- Assure the integrity of the count is maintained and verify documented balances according to count procedures. Prior to any funds being removed from the count room, all totals must be agreed upon by the count team, Vault personnel, and the Inspector on duty. All paperwork shall be signed.
- Assist with monitoring, investigating, enforcing, and protecting the patrons and Tribal assets as directed.
- Uphold all Regulations and Policies and Procedures (P&P). Broad knowledge of P&Ps and all Regulations mentioned above.
- Promote harmonious relationships with GEC and KTGC staff.
- Promote a positive working environment
- Shall comply with all terms outlined in the KTGC Confidentiality Agreement provided in the KTGC Handbook.
- All other duties as deemed necessary by the Executive Director or KTGC Commissioners.

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**Education Required:** High School Diploma or Equivalent

**Specific Skills/Knowledge/Experience:** Microsoft Word and Excel, good oral and written communication skills, and good reading comprehension. Basic math skills, strong organization skills, and the ability to maintain a high level of concentration

**Inspector Requirements:** Must be 21 years of age or older, have a valid driver's license, and obtain a Category I Gaming License. Must pass a complete Tribal/Federal background investigation prior to obtaining a Category I license. Shall attend all gaming related training required to improve skills and knowledge. Must be able to work in a culturally diverse environment. Must be available to work any shift, weekends, or holidays. Inspectors must be able to react calmly and responsibly in all emergency situations.

**Physical Requirements:** Sound physical conditions with sufficient strength to perform duties as required. Finger and manual dexterity for operation of a computer, office equipment, and routine paperwork. Ability to work in a smoking environment. Stamina to sit, stand, or walk for prolonged periods of time. Ability to bend or stoop frequently. Mobility to climb stairs on a frequent basis. Ability to work in a confined area for extended periods of time.

**Terms of Employment:** Inspector positions may be Full or Part time:

Full time requires 40 hours per week or 2,080 hours per year

Part time requires 31 hours or less per week