

PAWNEE NATION GAMING COMMISSION

JOB DESCRIPTION: FIELD INVESTIGATOR, GAMING COMMISSION

Summary

The position Field Investigator is responsible for conducting necessary internal audits and ensuring compliance with gaming machines and surveillance systems. This position reports to the Pawnee Nation Gaming Commission Gaming Director. The Pawnee Nation Gaming Commission is responsible for enforcing compliance and licensing employees and vendors in accordance with all Tribal, State, and Federal regulations.

Duties and Responsibilities

Duties and responsibilities include but are not limited to the following;

- Conducts internal MICS audits as required by the National Indian Gaming commission.
- Reports audit findings and provide recommendations in writing to the Gaming Director.
- Participates in fraud investigations or patron disputes.
- Conducts inventory count of gaming machines in the gaming operation.
- Develops annual audit plan for approval of the Gaming Director.
- Monitors shipping, receiving, installation, relocation, removal, storage, etc. of gaming devices for security and compliance with applicable laws and regulations.
- Utilizes kobetron equipment for purpose of testing gaming device computer chips for verification of validity and authorized programming.
- Ensures the casino fulfills all of its reporting requirements such as Title 31, IRS, NIGC, and State.
- Cross train to perform other regulatory duties.
- Other duties as assigned.

Qualifications

High-school diploma or equivalent; preferably two college or vocational experience in administrative area. At least 1-2 years regulatory, auditing, or investigative experience.

Requirements

Applicant must possess excellent written and oral communication skills. Possess a valid Oklahoma Driver's license and be insurable. Applicant must be able to pass a criminal background check and obtain a gaming license in accordance to NIGC and State standards. Must have knowledge of Tribal-State Compact and NIGC Federal Regulations. Must be able to do some traveling. Must have good computer, analytical, and technical skills. Ability to effectively write reports, collect data, and make observations.

Approved by PNGC on August 31, 2009