

Twenty Nine Palms Gaming Commission Job Description

Job Title: Gaming Inspector
Department: Gaming Commission
Wage/Salary: DOE
Reports To: Senior Gaming Inspector
FLSA Status: Non-Exempt
Prepared By: Sharon Marshall
Prepared Date: April 16, 2010
Approved/HR: Theresa Mike
Approved/: Joe Murillo
Approved Date:

SUMMARY:

The Gaming Inspector is to observe and report incidents that might jeopardize the Tribal assets, safety of employees, patrons and the integrity of the games in the Casino. The Gaming Inspector is supervised by the Senior Gaming Inspector and accountable to the Tribal Commission.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide outstanding customer service to guests and all other employees by exceeding our mission statement to be the premier entertainment experience in the Coachella Valley.
- Ensure compliance with Federal, State, Tribal, NIGC (Native Indian Gaming Commission), Gaming Commission Regulations policies and procedures, MICS (Minimum Internal Control Standards) and TICS (Tribal Internal Control Standards).
- Provide oversight to the management and any other service entities regarding the failure by the gaming premises or operations to comply with any provision of the applicable laws, ordinances or regulations.
- Is responsible for the protection of the gaming facility and its operation from illegal activity and ensure that persons engaged in illegal activities are identified and removed.
- Oversee and ensure the physical safeguarding of the assets.
- May receive patron complaints within the gaming premises and operation and assist in seeking voluntary resolution of such complaints.
- Oversee and ensure the physical safety of the patrons and the Casino employees.
- Maintain the integrity and honesty of all games offered by the gaming operation for play by the public.

- Must be capable of presenting a positive image of the Casino to its guests and vendors and to assist them as required.
- Must follow all safety policies and procedures and attend all scheduled safety meetings and training as a condition of employment.
- Perform any other duties that may be assigned from time to time.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE:

- Must possess a high school diploma or equivalent

CERTIFICATION, LICENSES AND ANY ADDITIONAL REQUIREMENTS:

- Must pass pre-employment and periodic random drug screens
- Must be able to pass background suitability investigation
- Must obtain a Tribal Gaming License
- Must provide proof of eligibility to work in the United States within 72 hours of employment
- Able to uphold a high level of confidentiality
- Able to work overtime if required
- Able to deal well with people in delicate situations and maintain control
- Able to work with little or no supervision
- Integrity and high work ethic required
- Able to handle multiple tasks
- Able to walk and stand at least eight (8) hours a day
- Strong verbal and written communication skills

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the Job, the employee is regularly required to stand and walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The Casino is open 24 hours per day, seven (7) days per week; therefore, you must be flexible to work any and all shifts.
- The Casino is a gaming facility.

- The Casino is not a smoke-free environment.

INDIAN PREFERENCE ACT:

The Twenty Nine Palms Band of Mission Indians has a resolution on file with Human Resources to ensure that Indian Preference will be adhered to in the following order in accordance with IPA:

1. Tribal Members
2. Other Native Americans
3. All other ethnic groups

I have read and understand all of the elements of the above Gaming Inspector Job Description.

Signature

Date