



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Gaming Agent I

Lummi Indian Gaming Agency (LIGA)

Lummi Indian Gaming Commission (LIGC)

**OPEN:** July 16, 2018

**EXEMPT:** No

**SALARY GRADE:** 6 (\$16.50-18.48)

**SHIFT:** Varies

**LOCATION:** Silver Reef Casino

**DURATION:** Regular Full Time

**CLOSES:** July 20, 2018

**JOB CODE:**

**DIVISION:** LIGA

**DEPARTMENT:** LIGC

**SUPERVISOR:** Gaming Director

**VACANCIES:** 1

**JOB SUMMARY:** Candidate will assure that codes, laws, ordinances, regulations, and policies are consistent with established Gaming Industry standards and meet the requirements under the Gaming Indian Regulatory Act. Position ensures that all gaming tables, machines, equipment, and dealers meet the highest level of fairness and honesty. Position is required to give public presentations on gaming programs to the Lummi Indian Business Council, members of the public, governmental and private industry groups. Position will resolve conflict within gaming programs, fostering a team orientation among all Tribal programs, which have responsibility for operations of the gambling industry.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. As directed by the Tribal Gaming Director, plans, organizes, and conducts both routing and complex investigations dealing with administrative, criminal, and internal control violations occurring within the boundaries of the Lummi Nation.
2. Collect, examine, maintain and properly account for continuity of physical evidence obtained.
3. Participate in investigative efforts with local, state and federal law enforcement agencies, Washington State Gambling Commission, Tribal Government, and other tribal gaming agencies, as directed by the Tribal Gaming Director.
4. Interact with and provides training and assistance to casino employees, the public, tribal government, and others deemed necessary. Such activities may involve oral/written presentations.
5. Assist in the development of: audit/review programs, investigative checklists, and other documentation associated with specialized activities.
6. Conduct interviews of witnesses, subjects, and suspects as a means of collecting or corroborating evidence.
7. Gather intelligence involving gambling activities and distributes to authorized persons and agencies.
8. Assist in review of procedures and internal controls proposed by casino operations.
9. Function as a diplomat, representing Lummi Nation, in all dealings with the public, employees, and representatives from other jurisdictions.
10. Present information at commissioner meetings, members of the public, and courts.
11. Possess understanding of Video Lottery Machine hardware, software and programs.
12. Perform functions assigned by the Gaming Director to ensure the protection of tribal assets.

13. Maintain the highest degree of confidentiality at all times.

**MINIMUM QUALIFICATIONS:**

- High school degree (diploma/transcripts must be submitted with application)
- AAS Degree *preferred*
- Must possess a valid Washington State Driver's License and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Ability to organize work tasks and complete tasks on schedule.
- Working knowledge of casino surveillance and security programs.
- Possess knowledge of the principles of auditing, accounting, and financial reviews.
- Possess effective written and oral communication skills.
- Ability to work well with others and under pressure
- Ability to work independently and make decisions, and maintain confidentiality.

**PHYSICAL DEMANDS** described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Frequently involves sedentary work.
- Occasionally involves exerting up to 20 pounds force to move objects.
- Occasionally involves lifting and/or moving up to 25 pounds.
- Frequently requires the ability to give and receive detailed information through verbal communication.
- Frequently requires verbally expressing or exchanging ideas or important instructions accurately, loudly, or quickly.
- Frequently requires repetitive movement of the wrists, hands and/or fingers
- Frequently requires walking, standing, stair climbing and/or sitting for sustained periods of time to accomplish tasks.
- Occasionally requires raising objects from a lower position to a higher position.
- Occasionally requires stooping or crouching—using the lower extremities and back muscles.
- Must have visual acuity including color, depth perception, and field vision to determine the accuracy, neatness, and thoroughness of the work assigned.

**REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires extensive Criminal Background Check and subject to the Lummi Tribal Gaming License requirements.
- Must possess a strong background in law enforcement/regulatory environment with experience in fraud, organized crime, and investigations
- Must be knowledgeable in Word, Excel, and Access. (test required)
- Candidate must have received specialized training within, either the gambling industry, law enforcement field, or combination of the two, which demonstrates the ability to perform the position functions
- Knowledge of class II and III gaming regulations and rules under the National Gaming Indian Regulatory Act.
- Must be willing to work weekends and holidays.
- Must be willing to work a rotating shift schedule if required
- Must clear a Category I background check prior to employment (see attached for description)

- Must obtain Washington State Gambling Commission certification within initial 30days.

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov)  
For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.