



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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**VACANCY ANNOUNCEMENT**

**\*\*READVERTISMENT\*\***

**POSTING NO: 142-19**

**OPENING DATE: 09/19/2019**

**CLOSING DATE: Open Until Filled**

**POSTED: IN & OUT**

**POSITION:** Senior IT Gaming Agent  
**PAY GRADE:** E10  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Gaming Commission  
**REPORTS TO:** Executive Director  
**BACKGROUND LEVEL:** High Public Trust

**JOB PURPOSE:** The Senior IT Auditor performs various IT audits, assessments and special projects, identifies IT risks and exposures, and evaluates internal controls within the guidelines established for the Pueblo of Isleta Gaming Regulatory Agency, to ensure effectiveness of controls and operation compliance with the National Indian Gaming Commission (NIGC), Minimal Internal Control Standards (MICS), New Mexico Tribal-State Gaming Compact, POIGRA Regulations, Standard Operating Procedures, and all other applicable laws and regulations, as well as best practices.

**JOB DUTIES:**

- Examines financial records to ensure the accurate records of transactions; examines cash handling procedures to ensure compliance with minimum internal control standards.
- Experience performing audits of IT processes, controls, and business risks in the casino and gaming environment.
- Manage and complete Compliance audits to evaluate policies, procedures and implemented controls surrounding functions.
- Communicate and collaborate with other team members regarding security assessments such as Social Engineering, Penetration Testing, and Vulnerability Assessments.
- Maintain knowledge of information cyber security areas, trends, and standards in the gaming and casino environment.
- Firm knowledge of IT infrastructure and management.

- Comprehensive understanding of: Risk Management, Network Security, Information Security Policies and Procedures.
- Understanding of audit functions and security controls.
- Strong backgrounds in some or all of the following areas: IT Audit, Application Controls, Database Security, Network Security, and Data Forensics Knowledge of gaming and government business operations and how it affects business technology is preferred.
- Experience performing risk assessments across multiple control frameworks throughout an organization.
- Experience in conducting data extraction, analysis, and security reviews utilizing software tools.
- Must be able to participate in system development; conduct audits of system controls, access controls, or modifications to system development for casino management systems and associated gaming equipment.
- Demonstrated strong analytical skills, including ability to analyze business and financial activities, understand and describe process flows, strengths and weaknesses, and develop creative solutions to improve efficiency and effectiveness.
- Experience performing IT compliance and gaming regulatory audits.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES: N/A**

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

**PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.**

- Bachelor's Degree Bachelor's degree in Information Technology or related field.
- Minimum five (5) years of information technology audit experience is required. Advanced knowledge in PC applications, gaming systems and applications with demonstrated ability to develop and apply spreadsheets, database and research tools and graphic presentations.
- Professional security management certification, such as a Certified Information Systems Security Professional (CISSP), Certified Information Security Manager (CISM), Certified Information Systems Auditor (CISA) or other similar credentials, is preferred.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements related to gaming operations.
- Knowledge of effective principles and practices of management and supervision.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Skill in operating various word-processing, spreadsheets, and database software programs.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in supervising, training, and evaluating assigned staff.

- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in budget preparation and administration.
- Ability to work independently and meet strict time lines.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to exercise independent judgment.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.

**PHYSICAL DEMANDS:**

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

**WORK ENVIRONMENT:**

- Work is performed in a typical interior/office or casino environment.
- Exposure to second-hand smoke.
- Noise level is usually moderate.

**PREFERENCE:**

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.