



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 229-21

OPENING DATE: 12/27/2021

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Gaming Investigator
PAY GRADE: NE9 (\$23.38/hr. - \$31.57/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Gaming Regulatory
REPORTS TO: Executive Director, Gaming Regulatory
BACKGROUND LEVEL: Public Trust

JOB PURPOSE: Investigates commercial vendors, casino patrons, employees and applicants for gaming license applications, renewal applications, and suspected or known fraudulent activities in accordance with National Indian Gaming Commission (NIGC), Minimal Internal Control Standards (MICS), New Mexico State Gaming Compact, POIGRA Regulations and rules of law for gaming enterprises.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Independently research and analyze gaming activity for casino cheats, scams, money laundering, fraud, and suspicious activity.
- Responsible for investigative research regarding highly complex financial and casino transactions, policy violations and/or suspicious situations with moderate to high risk.
- Conducts investigative research using appropriate investigative techniques to determine liability and impact of cases including mitigation of financial losses or business interruptions.
- Performs detailed analyses to detect patterns, trends, anomalies and schemes in transactions and relationships across multiple departments and products.
- Dissects complex organizational structures to complete due diligence.
- Analyze documents, identifying facts for evidence and case history to detect discrepancies and identify possible violations.

- Conduct fact finding interview to obtain statements and evidence from parties including suspects, victims, and witnesses to detect possible violations of the standard operating procedures and obtain information to use in administrative hearing proceedings.
- Conducts investigations of criminal, civil, administrative and regulated activities including investigation of suspected crimes in casino industry.
- Conducts analysis of financial records, gaming activity records and reports; obtains statements and other related documents to determine the nature and extent of violations.
- Maintain a current thorough understanding of money laundering and fraud issues including policies, procedures, regulations, industry best practices, criminal activities, and developing trends.
- Assists Licensing Administrators in reviewing employee and vendor license applications and background investigation data when requested to ensure suitability for licensure including ensuring accuracy of all data.
- Facilitates and coordinates all background investigative procedures as contracted for or implemented in-house; ensures compliance with federal, state, and local ordinances and rules of law for gaming enterprises.
- Reviews the daily security and surveillance reports and investigates accordingly.
- Maintains an effective filing and retrieval system of confidential information including employee new hire, terminations, and drug testing records in collaboration with the Licensing Administrators; protects documentation of all interviews and investigations including written, audio, and video.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor’s Degree in criminal justice, mathematics, statistics, economics, finance or criminal justice, law enforcement, or related field.
- Five years’ experience in fraud, Bank Secrecy Act, investigations of financial crimes transactions or policy violations, risk management, compliance, law enforcement, casino or other regulatory enforcement; or equivalent combination of education and experience.
- Valid New Mexico driver’s license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of traditional form of government and Pueblo customs and traditions.
- Knowledge of the functions and structure of the Pueblo of Isleta.
- Knowledge of federal, state, and Indian gaming regulations.
- Knowledge of business English, proper spelling, grammar, and punctuation, and basic arithmetic.
- Knowledge of records management and basic accounting procedures.
- Skill in operating business computers and office machines.
- Ability to communicate effectively in the English language, both verbally and in writing.

- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to effectively work independently, efficiently manage and build collaborative internal relationships across multiple departments and products.
- Ability to listen to the concerns of applicants and employees and provide feedback on sensitive, confidential issues.
- Ability to maintain confidentiality.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to handle multiple tasks and meet deadlines.
- Ability to work independently with minimal supervision.
- Ability to work extended hours, weekends, holidays and various shifts as scheduled.
- Ability to define problems, collect data, establish facts and draw valid conclusions.

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.
- There is frequent interaction with the applicants and employees.
- Exposure to cigarette smoke may occur.
- Tight time constraints and multiple demands from several people are common.
- Noise level is usually moderate.

PREFERENCE:

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