



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

POSTING NO: 010-24

OPENING DATE: 10/31/2024

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Compliance Inspector I
PAY GRADE: NE8 (\$27.50/hr. - \$37.13/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Gaming & Regulatory
REPORTS TO: Compliance Inspection Manager
BACKGROUND LEVEL: Public Trust

JOB PURPOSE: Performs inspection of all functions of the gaming operation to ensure compliance according to National Indian Gaming Commission (NIGC), Minimal Internal Control Standards (MICS), New Mexico State Gaming Compact, POIGRA Regulations and all applicable laws and regulations.

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:

- Inspects assigned area of gaming operation; documents and reports on deficiencies or violations of applicable standards, compacts, laws, and regulations.
- Assists in the inspection of table games, cage, count room, food & beverage, and gaming surveillance operations and gaming equipment.
- Conducts follow-up inspection to ensure timely corrective action was taken by appropriate supervisors.
- Ensures that all gaming equipment complies and adheres to the manufacture's setting for this jurisdiction.
- Ensures that the gaming facility maintains compliance with all food codes, safety codes and OSHA standards; reports violations; follows up to ensure timely corrective actions.

- Monitors and ensures the proper installation of gaming devices or replacement of EPROM chips; ensures the integrity of casino software and gaming devices.
- Communicates and resolves slot machine compliance concerns and violations with designated personnel.
- Maintains and updates investigative reports, records and logs; prepares a variety of reports and submits reports of findings to the Compliance Inspection Manager.
- Recommends proposed operating procedures designed to improve the efficiency or security of a particular department and recommendations.
- Maintains confidentiality of all privileged information.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma or GED.
- Three years' experience in gaming facility inspection, law enforcement or other regulatory environment; 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.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- 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 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 learn or knowledge of hi-tech based slot machine software programs.
- 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.
- Frequent interaction with employees.
- Noise level is usually moderate.

PREFERENCE:

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

EMPLOYEE'S CERTIFICATION:

I acknowledge receipt of this job description and my supervisor has discussed it with me.