

**GAMING INSPECTOR
JOB DESCRIPTION
Gaming Commission
Pokagon Band of Potawatomi Indians**

Job Summary

Ensure enforcement and compliance of the Compact between the Pokagon Band of the Potawatomi Indians and the State of Michigan, Gaming Regulatory Act, and the Regulations. Observe the operation of the casino activities including, but not limited to, casino layout, casino games, casino equipment, casino personnel, patrons and other area of the facility relating to casino operations.

Principal Duties

- Work directly under the supervision of the Senior Gaming Inspector
- Periodically inspect casino cards & dice
- Observe casino operations to ensure all regulations are being followed
- Observe table & slot drops to ensure that drop boxes are being transported safely to the count room
- Observe the inspection of gaming equipment
- Place gaming seals on approved slot machines
- Examine MEAL Books on a sample basis to ensure entries are made when door is opened.
- Check licenses to ensure that Four Winds Casino Employees have current status
- Ensure strict compliance with all applicable Commission policies, directives, administrative rules, and regulations
- Maintain a close relationship with the Senior Gaming Inspector, coordinating investigatory, compliance, and enforcement activities
- Develop and maintain positive working relationships with federal, state, and local law enforcement officers as necessary to conduct and assist in investigations and activities effectively
- Obtain working knowledge of Four Winds Casino personnel responsibilities and maintain professional working relationships with those individuals
- Develop and maintain close working relationships with all applicable law enforcement and regulatory agencies
- Obtain thorough knowledge of the Internal Controls of Four Winds Casino
- Monitor, document, and report internal control compliance
- Remain apprised of current and emerging issues at Four Winds Casino
- Develop and maintain detailed and current knowledge of gaming compliance and enforcement activities
- Complete all compliance and enforcement work and reports with the maximum amount of proficiency, effort, and accuracy
- Comply with all audit program tasks as assigned by Chief Gaming Inspector
- Comply with performance appraisal activities
- Comply with all scheduled training
- Comply with the goals and activities established in conjunction with metrics
- Conduct regular, timely, and thorough testing of electronic gaming devices and other gaming equipment as required
- Conduct gaming compliance and enforcement operations at Four Winds Casino
- Obtain proficiency in the utilization of the Gaming Inspections and Compliance computers, software, hand held radios, and other job related equipment
- Strictly comply with all applicable statutory and regulatory duties imposed upon the Gaming Inspectors
- Receive and process public grievances and disputes

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- Provide assistance to the Four Winds Casino patrons
- Advise Senior Gaming Inspectors of all matters impacting the Commission and Four Winds Casino
- Perform general police duties when required
- Perform daily administrative functions
- Answer internal and external inquiries as needed or directed
- Facilitate coordination among all federal, state, and local law enforcement entities when necessary
- Maintain optimum level of integrity and professionalism
- Perform other duties as directed

Minimum Requirements

- High school diploma or GED equivalent and at least 2 years of College level study, but College requirement may be substituted for work experience
- Perform licensing responsibilities as required
- Ability to objectively and promptly analyze issues
- Ability to conduct criminal investigations
- Ability to conduct investigative interviews effectively
- Ability to develop thorough knowledge of the application of criminal law
- Knowledge of covert and overt investigations
- Strong administrative and communication skills
- Ability to learn and monitor the essential functions of the electronic gaming device tracking system utilized at Four Winds Casino
- Ability to develop thorough knowledge of Commission rules, regulations and procedures
- Ability to develop knowledge of intelligence gathering, rules of evidence and court proceedings
- Ability to develop familiarity with the application of statutes, administrative rules and policies
- Ability to maintain strict confidentiality
- Possess and maintain a valid driver's license
- Be a minimum of 21 years of age
- No felony convictions
- Successfully pass a background investigation
- Successfully pass drug testing as required by the Commission
- Adhere to the Commission policy prohibiting Commission employees from gambling or playing at Four Winds Casino or any licensed game or gaming device under the jurisdiction of the Pokagon Band Gaming Commission
- Report writing skills
- Basic computer skills

Indian Preference

Pokagon Band Indian preference policies apply.