

## **Kiowa Tribal Gaming Commission Inspector**

**Summary of Duties and Responsibilities:** Oversight of the day to day regulation of all Kiowa gaming facilities to ensure compliance with all Tribal, State, and Federal regulations. This position will be based at the Elk Creek Casino in Hobart. The Inspector shall report to the Lead Inspector.

**Essential Duties and Responsibilities include but not limited to the following:**

- Assist with monitoring regulatory compliance of the gaming establishments to the Kiowa Gaming Ordinance, Kiowa TICS, Tribal-State Compact, NIGC MICS, and IGRA.
- Maintain custody of all EPROM chips, EPROM chip records, and maintain security for EPROM lock key boxes.
- Ability to interact and correspond with outside regulatory entities such as the State and NIGC.
- Conduct periodic inspections of gaming machines, health and safety of the facility, and any other inspection as needed.
- Review, investigate, and report any instances of non-compliance to the Lead Inspector.
- Provide compliance reports to the Lead Inspector.
- Other duties as assigned.

**Knowledge, Skills, and Abilities:** To perform this job successfully, an individual must be able to meet the requirements listed below:

- Excellent written, oral, and computer skills and ability to effectively communicate with applicants, co-workers, and regulatory agencies.
- Ability to collect, organize, and analyze information.
- Ability to meet deadlines and work independently
- Knowledgeable about regulations within the Tribal Gaming Ordinance, Tribal-State Compact, and NIGC.
- Multi-task oriented with ability to take instruction and work independently.
- Must be able to do some traveling.
- Must be able to work at any Kiowa Casino locations.

**Qualifications:** To be considered for this position, an individual must possess the following qualifications:

- At a minimum must have a high-school diploma and two years prior gaming experience in compliance, investigation, or gaming machines.
- Ability to pass a FBI background check and be licensed by the Kiowa Tribal Gaming Commission.
- Must sign a confidentiality statement due to the sensitive nature of information obtained by the KGC.
- Possess a valid driver's license.
- Tribal or Native American Preference

Conditions of Employment are contingent on applicants' ability to obtain a gaming license from the Kiowa Tribal Gaming Commission.