



**United Auburn Indian Community
Tribal Gaming Agency**

Job Description

Job Title: Compliance Technician

Department: UAIC Tribal Gaming Agency

Reports To: Technical Compliance Manager of the Tribal Gaming Agency

SUMMARY:

The Compliance Technician is responsible for insuring that the gaming operation complies with the technical specifications and requirements of all federal, state and tribal regulations as they apply to Class II or Class III gaming and is also responsible for ensuring game integrity at the gaming operation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists the Technical Compliance Manager with the processing of gaming device shipments and maintaining all shipping documents in an accurate and complete manner in chronological order;
- While on duty receives, catalogues and maintains regulated gaming hardware and software sent by gaming vendors, manufactures, the gaming operation and independent testing laboratories in a secured controlled environment pursuant to TGA Regulations;
- Assists the Technical Compliance Manager with notification of received software to the gaming operation and the monitoring of independent test lab databases;
- Assures that no gaming device is offered for play until satisfying all requirements of TGA Regulations pursuant to the testing and verification of Gaming Devices, which includes the verification of the Independent Test Laboratory electronic signature prior to issuing to the gaming operation;
- Receives Technical Compliance Manager Approval for all verified software, and accompanies the gaming operation technicians to oversee the installation of software or other media and assist as necessary.
- Assists the Technical Compliance Manager in the maintenance of all gaming software related documentation and databases in an organized, complete and chronological manner including but not

limited to gaming operation gaming floor configuration history, hardware and software delivery documentation, escort reports, destroyed software and software verification forms;

- As needed, verifies the electronic signature of all high denomination jackpots pursuant to TGA Regulations as required;
- Assists the Technical Compliance Manager with the monitoring and organization of all gaming software inventory in the custody of the TGA and reconciles to inventory records;
- Assists the Technical Compliance Manager with the preparation of gaming operation installation project requests, which includes, but is not limited to, the review of independent test lab certifications, software verification testing, project folder and documentation organization;
- Acts as the TGA representative for the destruction of unapproved (i.e., revoked, Non-mandatory Upgraded) gaming software as required pursuant to TGA Regulations, upon approval by the Technical Compliance Manager and Executive Director;
- Attends offsite training seminars, workshops and meetings in order to maintain a strong working knowledge of gaming industry technical developments, standards and regulations;
- Answers and submits correspondence as directed by the Technical Compliance Manager ;
- Other duties as required or assigned by the Commissioners Executive Director, or Technical Compliance Manager.

SUPERVISORY RESPONSIBILITIES:

The Compliance Technician has no supervisory responsibilities.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- UAIC TGA Regulations, , Gaming Operation Systems of Internal Control (SICS), Policies and Procedures, and GLI Standards;
- Data processing systems used by the agency in administering its regulatory authority;
- Purposes, organization and activities of the agency; modern office methods, popular and current computer programs;
- Gaming Industry Technical Standards;

Skill and Ability to:

- Be self-motivated and work with little or no supervision;

- Reason logically and creatively;
- Analyze data and present ideas and information effectively both orally and in writing;
- Consult with the Technical Compliance Manager and other interested parties on technical compliance matters;
- Gain and maintain the confidence and cooperation of those contacted during the course of work;
- Independently interpret and use reference material;
- Apply laws and regulations pertaining to technical compliance matters as directed by the Technical Compliance Manager;
- Prepare correspondence as directed by the Technical Compliance Manager ;
- Make clear and comprehensive reports and keep records as directed by the Technical Compliance Manager;
- Communicate effectively;
- Meet and interact knowledgably and professionally with the gaming operation management and employees, vendors and independent test laboratories;
- Validate the signature code of gaming software utilizing various platforms and programs as needed;
- Use a computer and computer equipment and assist others in office with their work;
- Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Be available to assist on an "on-call" basis for unscheduled projects such as major jackpot software verification or vendor assistance.

MINIMUM QUALIFICATIONS, EDUCATION and/or EXPERIENCE:

Associate of Arts degree (A.A.) or equivalent (60 units) from a two-year college or technical school preferred but not required; At least one year related gaming device experience or training in gaming technical trades or Information Technologies or equivalent combination of education and experience preferred but not required.

Special note: Applicants and incumbents must meet the licensing standards of the United Auburn Indian Community [UIAC] Administrative Procedure, Background Investigations and Licensing procedure.

CERTIFICATES or LICENSES:

N/A

PHYSICAL DEMANDS:

While performing the duties of this job the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, talk and hear. The employee will need to be able to lift at least 10 lbs. The employee will also need to have the visual abilities and physical dexterity to see and work with small and detailed electronic components.

WORK ENVIRONMENT:

While performing the duties of this job the employee is occasionally required to work near a moderate noise level. The employee may be required to work in an environment subjected to cigarette smoke. This position requires the ability to work non-conventional work hours.

Please email all resumes to resume@auburnrancheria.com or fax resumes to: (530) 878-5445.

Must type Compliance Technician in subject line to be considered