



UAIC TRIBAL GAMING AGENCY Inventory Control Compliance Technician

Position Summary

Under the direction of the Director of Technical Compliance, the Inventory Control Compliance Technician, will be responsible for accurately tracking gaming technology software and material. They will maintain inventory records and provide effective and efficient management of all gaming technology inventory. In addition, the Inventory Control Compliance Technician will act as a support Compliance Technician, when needed for various Technical Compliance tasks normally assigned to the Compliance Technician I or II.

Job Functions

Essential Functions

- Receive, review and verify all software shipments; confirm quantities and program IDs match invoices and transfer documentation and work in conjunction with the Lead Compliance Technician as necessary, to assign to inventory database;
- Validate that all gaming software is certified by a UAIC recognized independent test laboratory.
- Assists with received software notifications to the Gaming Operation as directed by the Lead Compliance Technician or Director of Technical Compliance;
- Following initial review by the Lead Compliance Technician; Catalogues, sorts and tags all newly received gaming software inventory for distribution to correct location(s) and enters into operational inventory databases;
- Processes all gaming software removed from the active gaming floor or storage locations and assigns to associated inventory as necessary;
- Processes return material authorizations (RMA) as directed by Director of Technical Compliance;
- Monitors and maintains current Gaming Operation software inventory in the custody of the TGA and reconciles to inventory records;
- Monitors independent test lab databases for changes to software status and reconciles inventory as necessary;
- Maintain accurate gaming software inventories, ensuring that

- physical counts mirror database records; identify quantities, locations, program numbers and software, hardware or device component installations.
- Acts as support Compliance Technician to work collaboratively with the gaming operation and outside vendors on various Slot projects or repairs and facilitates the project to ensure all gaming devices and associated components are validated for game integrity, including; confirming all locking mechanisms are engaged, verification of game set-up and reconcile to operational gaming device worksheets, confirming the correct optioning and reviewing machine checklist steps have been completed and documented;
 - Performs software authentication audits to validate that all gaming software is free from corruption and reconcile information to independent test lab databases and Technical Compliance machine logs;
 - Supports Technical Compliance Technicians with ensuring gaming devices contain certified hardware, software, and associated device components from a UAIC recognized independent test laboratory and assure no device is offered for play until satisfying all requirements of TGA Technical Specifications, Regulations and Internal controls;
 - Acts as a support Compliance Technician to observe and evaluate the Gaming Operation Slot Technical team and outside vendor Field Technicians; ensure actions are appropriate in accordance with established departmental policies, Internal Control procedures and TGA Regulations;
 - As directed by the Director of Technical Compliance, verifies high denomination jackpots in accordance with TGA Regulations to validate the winning jackpot, including the verification of software, technical review of displays and jackpot logs, confirming no evidence of tampering and approving the Gaming Operation to proceed with jackpot payout procedures;
 - As needed; verification of Table Games Card Shuffling Devices in accordance with Technical procedures.
 - Prepare Technical assessments as directed by the Lead Compliance Technician or Director of Technical Compliance;
 - 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 Director of Technical Compliance
 - 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 Director of Technical Compliance;
 - Other duties or Technical Compliance Technician support as required or assigned by the Commissioners, Executive Director, Director of Technical Compliance or Lead Compliance Technician.

Knowledge, Skills and Abilities

Knowledge

- Knowledge of appropriate contemporary administrative and clerical practices;
- Intermediate knowledge of various software programs applied to specific tasks; ability to create and maintain Excel charts and spreadsheets; ability to utilize word template capabilities;
- Familiarity and willingness to learn about Gaming Industry Technical Standards.
- Knowledge of supplies, equipment, and inventory control management.

Skills

- 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;
- Independently interpret and use reference material;
- Gain and maintain the confidence and cooperation of those contacted during the course of work;
- Prepare correspondence as directed by the Director of Technical Compliance;
- Use a computer and computer equipment and assist others in office with their work;
- Database management;
- Meet and interact knowledgably and professionally with the gaming operation management and employees, vendors and independent test laboratories;

Abilities

- Consult with the Director of Technical Compliance and other interested parties on technical compliance matters;
- Apply laws and regulations pertaining to technical compliance matters as directed by the Director of Technical Compliance;
- Make clear and comprehensive reports and keep records as directed by the Director of Technical Compliance;
- Perform advanced diagnostics or technical investigations for troubleshooting and repair of gaming device faults/anomalies; make knowledgeable recommendations and/or prepare technical assessment reports
- Communicate effectively;
- Follow written and verbal instructions.
- Validate the signature code of gaming software utilizing various platforms and programs as needed;
- Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

- Ability to pass all necessary background checks and meet the licensing standards of the United Auburn Indian Community Administrative Procedure, Background Investigations and Licensing procedure.

Qualifications

Minimum requirements

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 preferred or training in gaming technical trades or Information Technologies or equivalent combination of education and experience preferred but not required.

Working Conditions

While performing the duties of this job the employee is occasionally required to stand; walk more than half a mile; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch; talk and hear. The employee must occasionally lift or move up to 20 pounds. Specific vision abilities required by the job, with or without correction, include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

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 containing secondhand smoke. This position requires the ability to occasionally work non-conventional hours.

Special Requirements

Must maintain STRICT CONFIDENTIALITY of all UAIC information received in trust and confidence.

Please visit <https://www.auburnrancheria.com/careers/> to apply