

**COMANCHE NATION GAMING COMMISSION  
JOB DESCRIPTION**

**Position Title:** Investigator  
**FLSA:** Non-Exempt  
**Reports To:** Compliance Director  
**Supervises:** N/A

**Summary of Position:**

Maintains a physical Gaming Commission presence on the gaming floor to assist in ensuring adherence to the TICS, State Compact NIGC MICS, and reduce risk of theft and fraudulent activities. Investigates incidents as reported by Compliance staff.

**Job Duties and Responsibilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Adheres to all CNGC policies and procedures.
- Monitors compliance with internal controls through use of investigation, observation, and interviews.
- Performs inspections, walkthroughs and observations to identify areas or persons of risk to the Tribe's assets and integrity.
- Observes and is present during selected opening and closing of games, various money drops, count room and reconciliation procedures.
- Reports any suspicious transactions or activities to the Surveillance department for observation and recording.
- Reviews and participates in Gaming Commission investigations.
- Reviews Surveillance film.
- Reports all incidents to Compliance Director.
- Writes non-compliance finding reports for submission to Compliance Director and Casino Management.
- Fosters and maintains positive staff relations.
- May perform functions of subordinate positions as required and other duties as directed by the Executive Director and the Gaming Commissioners and Agents.
- Ability to analyze and interpret numerical data, including statistical information.
- Must have working knowledge of Casino games offered.

**Qualifications and Requirements:**

Required:

- High school diploma or general education degree (GED)
- Must be 21 years of age
- Computer skills including word processing and spreadsheet programs.
- Must have good English speaking and writing skills.
- Must be able to express own opinion in an intelligent and logical manner
- Must be able to produce organized and clear reports
- Ability to maintain high confidentiality
- Ability to maintain visual attention and mental concentration for significant periods of time
- Valid Driver's License and be insurable on company's policy
- Must be willing to work weekends, holidays and nights; must be willing to be on call

Preferred:

- Minimum of four (4) years gaming experience
- 4-year college degree, and a minimum of four (4) years of management experience; or equivalent combination of education and experience.
- Law enforcement background in both administration and investigation fields
- Working knowledge of NIGC regulations, Oklahoma Tribal-state Compact, and the Comanche Nation Tribal Gaming Ordinance
- Working knowledge of Class II and Class III gaming machines
- Strong report writing skills
- Strong organizational, prioritizing and record keeping skills
- Ability to maintain visual attention and mental concentration for significant periods of time
- Must have professional demeanor and appearance
- Working knowledge of all casino games offered
- Ability to perform assigned duties in highly interruptive conditions

Ability to interpret numerical data, including statistical information

**Supervisory Duties and Responsibilities:**

- None

**Working Environment and Conditions**

Performs duties in a well lighted, ventilated and temperature controlled office environment. Extensive computer use.

Gaming floor environment including flashing lights, frequent loud noises and cigarette smoke. Must be willing to work any hours and/or shift, as assigned, according to business needs. Requires standing on feet for long periods of time.

### **Licensing Requirements:**

Must be able to obtain and maintain a Comanche Nation Gaming Commission (CNGC) Key License.

### **Confidentiality**

All CNGC employees must abide by Commission confidentiality policies. The release or divulging of any information obtained during the course of the job will be considered a breach of confidentiality and will be cause for immediate termination.

### **Disclaimer and Conditions of Employment**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

All CNGC employees are responsible to ensure that their designated operations are in compliance with IGRA, Tribal policies, State compact and Tribal, State, and Federal gaming regulations.

Conditions of employment with the CNGC include passing a pre-employment drug test, a background investigation to secure a gaming license and successfully completing a three-month introductory period. Candidates for this position will be required to have dependable transportation available to them. CNGC is an at-will employer.