



MESCALERO APACHE TRIBE

JOB ANNOUNCEMENT

Position Title:	Gaming Agent	
Department:	Mescalero Apache Tribal Gaming Commission	
Employment Status:	Non-Exempt	Grade: NE7
Starting pay DOE:	\$13.22 – 14.22 per hour	
Shift hours:	Evening shift with flexibility to cover other shifts.	
Open date:	8/21/2023	Closing date: Until filled

Job Summary

Protects the assets of the Mescalero Apache Tribe and the safety of the public and employees. Monitors the Gaming Enterprise for compliance with all Federal, State, and Tribal laws regarding gaming and gaming activities, to include the National Indian Gaming Commission (NIGC) Minimum Internal Control Standards (MICS), Tribal Internal Control Standards (TICS), FBI Criminal Justice Information Services (CJIS), Indian Gaming Regulatory Act (ICRA), Mescalero Apache Tribal Gaming Ordinance, and the Tribal – State Compact. Enforces applicable laws, regulations, policies, procedures, and internal control standards.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be assigned to this position.

Duties and Responsibilities

- Protects the assets of the Tribe and Gaming Enterprise and works to ensure the safety and well-being of the employees and the public.
- Enforces applicable laws, regulations, policies, procedures and internal control standards and monitors activities of the Gaming Enterprise, its employees and its guests to ensure compliance with all applicable laws, regulations and internal controls. Monitors suspicious activity.
- Ensures the integrity of the casinos and their games by verifying gaming media, conducting tests, ensuring equipment is set up properly and all games and equipment meet the appropriate standards. Monitors and assists in the installation of gaming machines, table games, card games, processing of gaming equipment and related gaming materials.
- Assists in inputting work orders, gaming machine information and in the maintenance of the gaming machine database.
- Works closely with Security and Surveillance and provides general assistance and information to team members or public. Interacts with law enforcement agencies, courts, casino security, and others as necessary.
- Answers calls regarding incidents, violations and suspicious activity and provides necessary assistance or takes appropriate action as needed.
- Conducts preliminary investigations of incidents as necessary; collects and preserves evidence and reports and records all facts of incident. Detains and questions witnesses, victims, and suspects as necessary. Directs and performs investigations when assigned. Notifies superior of major crimes or disturbances within area and takes necessary action. Enters incidents in database.
- Reviews and prepares various reports on operations and activities and conducts daily briefing sessions for gaming agents on shift.
- Recommends and assists in implementation of MATGC's goals and objectives.
- Perform other duties as assigned.

Minimum Qualifications

- High School Diploma or GED.
- 1 year of gaming experience preferred.
- Must be 21 years of age and possess a valid NM Driver's license.
- Computer and database skills required.
- Must pass a pre-employment drug/alcohol screen.
- Must pass Criminal Justice Information Services (CJIS) Security Awareness training annually.
- Must pass a background investigation and possess, or be able to attain, a Class III Gaming License that is current and in good standing.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of computerized information systems.
- Knowledge of supplies, equipment, and inventory control.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, database software.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to represent organization in a professional manner, building respect and confidence in the community.
- Ability to read and interpret documents such as regulations, laws, policies, procedures, and internal control standards.
- Ability to gather data, compile information, and prepare reports.
- Ability to create, compose, and edit written materials.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, stand, walk; reach with arms; use hands and fingers to handle, or feel; talk and hear. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment

Work is performed in a secured office setting with a moderate noise level. Exposure to a higher noise level and second hand smoke when performing duties on the Casino floor.