



# MESCALERO APACHE TRIBE

## JOB ANNOUNCEMENT

<b>Position Title:</b>	<b>Policy and Procedure Analyst</b>	
<b>Department:</b>	<b>Mescalero Apache Tribal Gaming Commission</b>	
<b>Employment Status:</b>	<b>Exempt</b>	<b>Grade: E2</b>
<b>Open date:</b>	<b>1/25/2024</b>	<b>Closing date: Open until filled</b>

### Job Summary

Effectively compose, organize and review internal controls, policies, procedures, rules and regulations in a concise manner that is easily understood. Protects the assets of the Mescalero Apache Tribe and the safety of the public and employees.

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

### Duties and Responsibilities

- Create written documents that assimilate and convey technical materials in a concise and effective manner
- Analyzes data obtained for evidence of deficiencies in controls, duplications of effort, fraud, or lack of compliance with laws, government regulations and management policies and procedures
- Work closely with both Gaming and Non-Gaming management to ensure that internal controls, policies and procedures do not contradict any departmental objectives and/or hinder the function of the job action while still ensuring all State, Federal, Tribal and internal laws, rules and regulations, policies and/or procedures
- Have a good understanding of the processes within the Gaming Areas
- Recommends and assists in implementation of MATGC's goals and objectives
- Examines department activities for compliance with internal controls, policies and procedures.
- Approves, tracks and reviews promotions issued by operations for lack of compliance with laws, government regulations, policies and procedures; inaccuracies to draft outline of promotions; and inaccuracies in payments per approved outline of promotions.
- Maintains a variety of files and records of information.
- Recommends and assists in implementation of MATGC's goals and objectives.
- Perform other duties as assigned.

### Minimum Qualifications

- High School Diploma or GED.
- Associate's Degree preferred.
- One to two years of related gaming experience and/or training or equivalent combination of education and experience.
- Must be 21 years of age.
- Computer and office software skills required.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.
- Must successfully pass Criminal Justice Information Services (CJIS) Security Awareness training.
- Must 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 mathematics.
- Ability to calculate figures and amounts such as percentages, averages and returns.
- Knowledge of computerized information systems.
- Ability to effectively present information and respond to questions from managers, employees, customers, and the public.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Ability to communicate effectively both verbally and in writing.
- Ability to write reports, business correspondence, and procedures.
- Ability to read, analyze, and interpret gaming notifications, technical procedures and policies, governmental regulations and documents.
- 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 the organization in a professional manner, building respect and confidence in the community.
- Ability to gather data, compile information, and prepare reports.
- Ability to create, compose, edit, and format written materials.
- Ability to maintain calendars and schedule appointments.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to solve practical problems.
- Ability to carry out instructions furnished in verbal or written format.

### **Physical Demands**

While performing the duties of this job, the employee regularly is required to sit; use hands and fingers to handle, or feel; and talk and hear. The employee occasionally is required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

### **Work Environment**

Work is generally performed in an office setting with a moderate noise level.