

Sisseton Wahpeton Oyate

Job Description

Job Title: FIELD AGENT

Reports To: DIRECTOR

Salary: \$21.00 starting (\$22.00 after 90 days)

Summary of Occupation:

Field Agents will assist in protecting the Tribe's assets by monitoring and identify compliance issues in accordance with the Indian Gaming Regulatory Act, Tribal Gaming Codes, Rules and Regulations, Tribal/State Compact and the Minimum Internal Control Standards. This position shall document in writing all areas of non-compliance and report these to the Gaming Commission Director with recommendations. Agents will ensure complete background investigations are performed on all gaming employees and/or vendors.

Activities/Duties:

1. Supervisory Responsibilities: None
2. Duties:
 - Review surveillance cameras to ensure adequate coverage and release coverage when requested, if criteria met.
 - Conduct possible criminal/regulatory investigations and complete reports for prosecution of such investigations.
 - Ensure that the gaming properties follow all State, Federal, and Tribal regulations.
 - Assist the writing/updating of SOPs for the Gaming Commission.
 - Assist in the annual review/inspection of all State, Federal, and Tribal Regulations and assist in preparation of a list of changes from year to year for the director to review.
 - Study and review all rules and regulations, internal controls, Chapter 58, State compacts, and any document(s) or any laws that may have impact on SWO Gaming.
 - Agents have access to all areas of the SWO gaming properties, sensitive and non-sensitive to ensure compliance.
 - Agents may be directed to perform random inspections.
 - Notifies the Director and Gaming Commissioners of areas of non-compliance and recommend corrective action that should be taken.

- Licensing of all initial gaming (PMO/KEY) employees and gaming vendors of the Sisseton-Wahpeton Oyate gaming operations.
- Process applicant(s) yearly license renewals.
- Conduct and/or assist with the background investigations (this includes fingerprinting and urinalysis) of the Gaming Operation personnel and report any and all undesirable/adverse results to the Gaming Commission.
- Ensure backgrounds are completed within the required deadlines.
- Complete background investigation on all gaming vendors wishing to or conducting business with our casinos.
- Ensure that yearly vendor renewals and payments are being met.
- Agents are responsible for the compliance, inventory and delivery of gaming device chips.
- Required to perform device counts and or inventory as requested.
- Assist with audits and or investigations when requested.
- Other duties as assigned by the SWOGC Director.

Education/Experience:

1. High School Diploma/GED required.
2. At least three (3) years of direct gaming experience is required.
3. Knowledge of Gaming Laws, Ordinances, and Rules is a must.
4. Experience and or training in security, law enforcement, surveillance, gaming regulations, and gaming policies required.
5. Law enforcement experience would be beneficial but not required.
6. Degree in related field is recommended not required.

Attributes:

- Computer proficient, filing and organizational work.
- Ability to work independently with minimum supervision.
- Maintain working relationships with applicants, co-workers, the DNGE Staff, and the General Public.
- Problem Solving and Critical Thinking Skills.
- Ability to write routine reports and correspondences.
- Must possess strong communications skills and interpersonal skills.

Conditions of Employment:

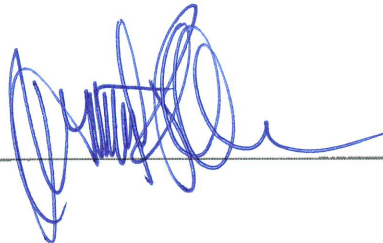
1. Must be willing to enroll in professional development programs/training.
2. Must be able to pass a background investigation equivalent to a Key license.
3. Must be able to pass a Urinalysis (UA) test and comply and random tests when requested.

4. Must be able to work scheduled times other than standard work hours.
5. Must have a vehicle and a valid driver's license (State & Tribal), vehicle insurance.
6. Must be able to maintain confidentially.
7. Must learn how to take fingerprints.
8. Must become certified to perform U/A's.
9. Must become a Notary Public.
10. Ability to read and interpret documents such as State, Federal and Tribal laws and regulations.
11. Ability to speak effectively in front of small and large groups.
12. Ability to calculate figures, and usage of basic math.
13. Ability to apply common sense and understanding to carry out instructions furnished in written or diagram form.
14. Time management skills, able to comply with deadlines
15. **SWOGC employees are not allowed to gamble or consume alcohol on DNGE properties.**
16. **SWOGC employees are prohibited from receiving gratuity or complimentary tickets from the DNGE properties or staff.**

Other

- While performing the duties of this job, the employee is regularly required to sit, stand, walk, and reach with hands and arms.
- The employee may occasionally be required to lift or move objects up to 30 pounds, specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Applicant must be physically able to perform the job requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee occasionally will work near moving mechanical parts and may be exposed to second hand smoke.

Approved _____



Date _____

7-29-24