

**EMPLOYMENT CLASSIFICATION:** FULL-TIME  
**DEPARTMENT:** COMPLIANCE  
**FLSA CLASSIFICATION:** NON-EXEMPT  
**REPORTS TO:** DIRECTOR OF COMPLIANCE

### **POSITION OVERVIEW**

Assist with examining, evaluating, and monitoring controlled materials, including gaming software and equipment, and support investigative efforts to help to ensure adherence to all applicable regulations and internal controls, policies, and procedures for entities subject to Gaming Commission oversight.

### **ESSENTIAL JOB FUNCTIONS**

*The information provided below encompasses the functions and capabilities linked with this position.*

#### ***Duties and Responsibilities***

*The individual in this position is expected to engage in the following work-related activities.*

- Assist with verification, control, testing, and auditing a variety of controlled materials, including gaming software and equipment.
- Assist in use of specialized software and tools to ensure gaming operation compliance.
- Assist with verifying jackpot outcomes.
- Collect gaming license badges as a result of suspensions or terminations of Pechanga Resort & Casino employees.
- Assist with investigating and documenting gaming operation violations of regulations.
- Assist with completing required documentation regarding controlled materials in accordance with procedures.
- Assist with gaming machine installations and associated documentation.
- Other duties as assigned.

#### ***Skill Profile***

*The individual in this position is expected to possess and exhibit the following knowledge, skills, and abilities.*

- Demonstrate a commitment to and value for conducting oneself in accordance with highest standards of integrity and ethical behavior in compliance with all applicable laws, rules, and regulations.
- Ability to comprehend and apply a common sense understanding of instructions provided in written, oral, and diagram form, including safety rules, operating and maintenance instructions, and procedural manuals.
- Ability to define problems, collect data, establish facts, and draw valid conclusions in the context of standard situations with common, predictable variables.
- Ability to effectively communicate information and ideas, as well as compose clear, effective, and grammatically correct reports and business correspondence appropriate for the intended audience.
- Ability to carry out basic mathematical computations, including add, subtract, multiply, and divide in all units of measure; using whole numbers, common fractions, and decimals; compute rate, ratio, and percent; and to draw and interpret bar graphs.
- Ability to work in a professional manner in an environment with individuals from many different cultures and backgrounds.
- Demonstrate a high degree of accuracy and attention to detail in all tasks.
- Ability to work both independently with minimum direction and as part of a team.
- Working knowledge of MS Office, including document creation and editing in Word, messaging and calendaring in Outlook, and performing routine tracking and basic computations in Excel.

#### ***Capability Requirements***

*The following capabilities are required to perform the essential functions of this position.*

- Effectively communicate with others verbally and in writing, including by phone, e-mail, or in person.
- Understand, remember, and apply routine and complex oral and/or written instructions and factual information.

- Maintain sustained concentration on computer screens, and use keyboards and a variety of peripherals.
- Maintain sustained concentration and focus in a moderately noisy environment.
- Sit, stand, and walk for extended periods of time, as well as climb stairs periodically, and stoop, kneel and bend occasionally.
- Possess full range of motion and utilize fine motor skills, including reaching above or below the shoulder, and having finger dexterity and the ability to twist hands or wrists repetitively.
- Exert up to 30 pounds of force occasionally and/or up to 15 pounds of force frequently, to lift, carry, push, pull, or otherwise move objects.
- Recognize, interpret, and respond to variety of competing and isolated sounds with a variety of sources, pitch, quality and loudness.
- Sufficient vision to complete tasks requiring depth perception and color vision both close and far away.
- Tolerate working in a confined space for prolonged periods of time with sustained exposure to moderate noise and tobacco smoke.
- Tolerate occasional exposure to extreme heat or cold.

**Minimum Qualifications**

*The following are required of an employee in this position.*

- One year experience and/or training in a similar position, or equivalent combination of education and experience.
- High school diploma or general education degree (GED).
- Current PGC Class “A” Gaming License.
- Ability to periodically travel locally, regionally, and nationally to trainings and other events.
- Ability to work days, evenings, and nights.
- Must be age 21 or older.
- Requires passing background check, credit check, and drug screening upon hire.

**ACKNOWLEDGEMENT OF EXPECTATIONS**

*I have read and understand the essential functions of this position, including the necessary capabilities, and can perform these with or without reasonable accommodation. I understand that I can request a reasonable accommodation, should one be necessary for me to carry out the essential functions of this position. I also acknowledge that the functions and capabilities for this position may change in the future, with or without notice. Additionally, I consent to the exclusive jurisdiction of the Pechanga Band of Luiseno Indians and the rules of its Gaming Commission.*

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Employee Name

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Employee Signature

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Date