



MUCKLESHOOT INDIAN TRIBE CLASS SPECIFICATION

The Muckleshoot Tribe is an Equal Opportunity Employer but does practice Indian Preference hiring in accordance with Public Law 93-638, the Indian Self Determination and Education Act. Per MIT Policies, employees must pass a pre-employment Alcohol and Drug test and be free of drugs and alcohol.



JOB TITLE: Gaming Enforcement Agent 2

JOB CODE: 100702

SAP/GRADE: NSS/8

CAREER LEVEL: P2

STATUS: Hourly

LICENSES OR CERTIFICATIONS REQUIRED: A valid Washington State driver's license is required at the time of appointment or at a time set by the Tribe. Graduation from the Washington State Basic Law Enforcement Training Academy or equivalent is required at the time of appointment. Upon hiring, completion of Basic First AID/CPR and Defensive Tactics is required, renewing every 2 years.

SAFETY SENSITIVE: YES

CONTRACT: NO

POSITION REPORTS TO: Senior Gaming Enforcement Manager

JOB SUMMARY: The Gaming Enforcement Agent 2 is the primary regulator on the Tribe's gaming properties and is responsible to protect the integrity of gaming and related activities conducted by the Tribe's gaming operations on the reservation. Enforcement Agent IIs act as authorized by the Indian Gaming Regulatory Act, the Tribal/State Compact, and the Muckleshoot Gaming Ordinance. The GEA 2's are primarily responsible for responding to regulatory and law enforcement incidents, compliance, security and control of the Muckleshoot Indian Tribal Gaming Operations (TGO).

Gaming Enforcement Agent 2's do this through audits, reports, on-line citations, investigations, presence and enforcement actions on guests and licensees.

MAJOR TASKS AND RESPONSIBILITIES: *This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or is a logical assignment to the position.*

1. Monitors and observes gambling and related activities at all gaming operations under the Muckleshoot Gaming Ordinance to ensure compliance with local, state, federal law, other applicable controls and the terms of the Tribal-State Compact.
2. Conducts or assists with both criminal and regulatory investigations of gaming patrons and licensees.
3. Conducts interviews of subjects, witnesses, complainants and licensees to complete investigations, complaints or other unusual occurrences on the gaming properties.
4. Documents in a report all unusual activity, criminal incidents or regulatory violations.
5. Assists with presenting evidence and testimony regarding licensee or gaming operations violations in a courtroom setting at the tribal, state and federal levels as required.
6. Responds to all gaming and non-gaming criminal activity on the gaming properties in order to observe, investigate, report and if necessary, detain subjects for law enforcement. Due to the wide range of criminal activity, physical takedowns or going hands-on with a patron/subjects who may be armed or combative may be necessary in order to detain them.
7. Resolves patron complaints, grievances, or other incidents involving gaming-related/integrity matters.

8. Prepares and submits online reports to the Auburn Police Department to aid in criminal prosecution.
9. Issues notices, citations and other regulatory enforcement forms to the gaming operations, licensees and patrons as documentation of violations of any applicable rules.
10. Serves as a point of contact personally, telephonically and in writing for members of the general public, other gaming agencies, law enforcement and the gaming industry concerning criminal, gaming and operational integrity related matters.
11. Attends required training and keeps current on internal policy and procedure, interview techniques, defensive tactics, first aid and gaming operation rules and laws.
12. Conducts random inspections and audits to ensure that licensees and / or the gaming operations are adhering to policies and regulations.
13. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

EXTENT OF JOB AUTHORITY:

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|-----------------------------------|------|
| NUMBER OF INITIAL DIRECT REPORTS: | 0 |
| SCOPE OF MANAGEMENT AUTHORITY: | None |
| HIRING DECISIONS: | No |
| DISCIPLINARY ACTIONS: | No |
| TERMINATION DECISIONS: | No |

EDUCATION, EXPERIENCE AND TRAINING FOR POSITION (required and preferred):

Required: Associates degree from an accredited college or vocational school in psychology, sociology, criminal justice or closely related field and two (2) years of law enforcement experience.

OR

Bachelor's degree from an accredited college or university with course work in psychology, sociology, criminal justice or closely related field and one (1) year of related law enforcement experience.

Experience as a law enforcement officer may be used to substitute for school requirements on a 4 to 1 ratio (4 years' experience for each 1 year of school). A total of 8 years' experience as a law enforcement officer meets all education and experience required to apply.

Special Requirements: A valid Washington State driver's license is required at the time of appointment or at a time set by the Tribe. Graduation from the Washington State Basic Law Enforcement Training Academy / Basic Law Enforcement Reserve Academy or equivalent is required at the time of appointment. Incumbents must be able to pass a background investigation; meet the criteria for a gaming license and pass a drug and alcohol test.

SPECIFIC SKILLS/KNOWLEDGE/ABILITIES REQUIRED FOR POSITION:

Skilled in:

- Written and Verbal Communication.
- Time Management.
- Conflict Resolution.
- Reading Comprehension.
- Attention to Detail.

Knowledge of:

- Basic human behavior and interpersonal relationships.
- Modern law enforcement principles, procedures, techniques, and equipment.
- Basic legal process.
- Defensive tactics and physical restraint techniques.
- Basic Investigative Techniques.

Ability to:

- Read and learn applicable laws, rules and regulations, principles and procedures.
- Apply learned knowledge when issuing violations and writing reports.
- Learn the basic operation of all tribal gaming agency departments and of the gaming establishments.
- Prioritize incidents and manage personal case load.
- Learn how to recognize serious and/or emergency situations, quickly analyze the options and take appropriate action.
- Conduct physical inspections and audits.
- Learn basics of all approved games and devices for gambling and the methods used to cheat games and devices.
- Establish and maintain effective working relationships with diverse groups.
- Follow verbal and written instructions.
- Deal with the public tactfully and effectively, and de-escalate volatile situations.
- Apply learned defensive tactics in escalated physical encounters with patrons and/or subjects who may be armed or combative.
- Use and operate radio, handcuffs and applicable equipment.
- Operate a personal computer and applicable software and office equipment.
- Ability to keep proprietary or confidential information secure.

PHYSICAL REQUIREMENTS: *The working conditions described here are representative of those that must be met by an employee to successfully perform the essential duties of this class/job.*

While performing the duties of this job, the employee is frequently required to stand; walk; and occasionally use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to sit, talk and hear. Portions of this job will be performed in a smoke-filled environment. The employee must occasionally lift and/or move up to 50 pounds. Employee may be required to initiate a physical takedown/apprehension of a suspect or assist with such an incident. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee occasionally works in outside weather conditions and is exposed to wet and/or humid conditions, or airborne particles. The noise level in the work environment is usually moderate.

APPROVALS:

Human Resources Director: _____ Date: _____

TGA Executive Director: _____ Date: _____