

Exempt Position Description

For assistance completing this form, contact your Human Resource office.

Position Information		
Action: Establish <input type="checkbox"/> Update <input checked="" type="checkbox"/> If update, indicate change:	Position Title: Agent in Charge	Exempt Class Code (e.g., B1234): B7752
Date Last Reviewed (If existing position): June 4, 2024	Current Band: Program Manager	Proposed Band: Exempt
Position Number/Object Abbreviation: 0144	Management Code (P/M/C):	Market Segment (e.g., HR, IT):
Exempt Citation (RCW) and Heading:	Prior Evaluation Points/JVAC:	Proposed Evaluation Points/JVAC:
Work Schedule: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>	Overtime Eligible: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Incumbent's Name (If filled position): Jim Nicks	Address Where Position Is Located:	
Agency/Division/Unit: Gambling Commission/EOD/Regulation & Enforcement Unit	Supervisor's Name and Title: Jim Nicks	
Supervisor's Position Number: 0019	Supervisor's Phone: 509-481-1573	

Organizational Structure
Summarize (one or two sentences) the functions of the position's division/unit and how this position fits into the agency structure (attach an organizational chart).
<p>The mission of the Commission is to protect the public by ensuring gambling is legal and honest. The Agent in Charge of the Regulation & Enforcement Unit does this by conducting regulatory and criminal investigations under RCW Chapter 9.46 and WAC Chapter 230 throughout Washington in coordination with federal, state, and local law enforcement and regulatory agencies. This position reports to the Assistant Director of the Enforcement and Operations Division.</p>
Position Objective
Describe the position's main purpose, include what the position is required to accomplish and major outcomes produced. Summarize the scope of impact, responsibilities, and how the position supports/contributes to the mission of the organization.
<p>The Agent in Charge of the Regulation & Enforcement Unit is responsible for:</p> <ul style="list-style-type: none"> Conducting regulatory and criminal investigations under RCW Chapter 9.46 and WAC Chapter 230 throughout Washington in coordination with federal, state, and local law enforcement and regulatory agencies; Managing the regulatory compliance program for ensuring licensees are compliant with WAC and RCW's in the operation of licensed activities; Managing the Unit's administrative, civil, and criminal investigations of gambling activities or associated crimes in relation to our licensees; Overseeing the underage gambling program; Manage undercover operations.

The Regulation & Enforcement Unit priorities are to keep the criminal element out of gambling by:

- Responding to complaints in a timely manner;
- Knowing our licensees and having a good working relationship with them;
- Conducting regulatory checks as needed to determine and mitigate risk areas with the licensee;
- Working criminal investigations with a gambling nexus; and
- Having a good working relationship with federal, state, and local law enforcement and regulatory agencies by working cases jointly, sharing information, and by providing training.

Primary Responsibilities

Describe the position's primary responsibilities and underline the essential functions. Functions listed in this section are primary duties and are fundamental to why the position exists. For more guidance, see [Essential Functions Guide](#).

Leadership:

- Oversees the administration of all aspects of the Regulation & Enforcement Unit .
- Actively participates and leads agency teams and workgroups.
- Develops, knows, understands, and applies agency policy.
- Recommends changes to WACs and agency policies.
- Coordinates, develops, and/or implements special projects within the Unit in support of the agency and state priorities.
- Develops, compiles and evaluates Unit performance measures to ensure the measures are the right for the Unit and make sure Unit staff knows what is being measured, what the measures tell us, and why the measures are important.
- Knows the WACs, RCWs and the rule and statutory interpretations related to gambling.
- Manages the Unit's budget effectively and efficiently and prepares decision packages as needed.
- Manages the Unit through:
 - Informed and timely decision-making;
 - Effective supervision;
 - Ensuring the Unit staff are working on the priorities of the Unit consistently throughout the state; administrative, criminal and civil cases are completed timely and in an efficient and effective manner;
 - Ensuring consistency in cases (administrative and criminal), supervision, rule interpretation, and administrative outcomes within the Unit regardless of geographical location or assigned supervisor;
 - Anticipating, planning, and preparing the Unit for changes in the industry, legislation, regulatory environment, trends in gambling crimes, and changes within the law enforcement community keeping what the Unit does relevant and forward thinking;
 - Working with other Division managers to ensure consistent supervision, accountability, resource management, and communication within the Division;
 - Setting a personal example of high-performance for the Unit;
 - Setting Unit goals, clearly communicating the goals, and leading the Unit to successful accomplishment of the goals;
 - Team problem solving;
 - Employee participation;
 - Empowerment with accountability;
 - Openness;
 - Reinforcing the chain of command without necessarily restricting agency communication or efficiency;
 - Mentoring and coaching supervisors and staff;
 - Moving decision-making along with authority and responsibility to the lowest level, when appropriate, while maintaining a positive work environment and demonstrating respect for others;
 - Treating everyone with respect while recognizing the diversity of the Unit;
 - Ensuring the Unit is adequately staffed in the geographical areas that make the most sense for the work needs of the agency;
 - Handling all employee and Unit related issues promptly and directly; and

- Ensuring staff is properly trained and have the knowledge, skills, and abilities to do their job effectively and efficiently currently and into the future.

Effective Communicator:

- Is clear and consistent in all oral and written communication anticipating questions of the audience and addressing them in the message delivered;
- Actively participates in meetings by sharing information and participating in decisions that will impact your Unit.
- Explains agency policies, procedures, laws, rules, and processes to public, staff, licensees, law enforcement and regulatory agencies and diverse groups;
- Make presentations to Commissioners, licensees, the public, law enforcement and other governmental agencies;
- Meets with local, state and federal law enforcement and regulatory agencies to ensure we are working collaboratively to combat crimes with a gambling nexus;
- Keeps supervisor informed of problems/issues, identifying issues and alternative solutions in a timely manner;
- Responds to inquiries and complaints regarding gambling activities in the State;
- Develop and update agency and Unit policies, processes, and procedures;
- Be accessible, timely, and responsive in dealing with staff, licensees, and stakeholders;
- Build and maintain positive working relationships with staff, Commissioners, licensees, law enforcement and regulatory agencies, and other stakeholders; and
- Informs staff timely of agency, division, and unit information.

Gambling Regulation, Education and Enforcement Program:

- Develop, implement, review and update regulatory programs to help ensure licensees are in compliance with WACs and RCWs.
- In coordination with other agency managers and law enforcement and regulatory agencies, communicate case information to ensure successful prosecution and outcomes of deconflicted cases and coordinate resources appropriately.
- Develop, implement, review and update various training and educational programs for licensees, the public, and law enforcement agencies on rules for licensees, gambling crimes and other topics as requested.
- Develop, implement, review and update an enforcement program to ensure staff works with local, state, and federal law enforcement to conduct criminal cases with a gambling nexus to ensure gambling is legal and honest.
- Keep the agency website information updated with relevant information for licensees, to include brochures, frequently asked questions, training information, forms, etc.
- Monitor and propose rule changes as needed to ensure we are not over-regulating, the rules are easily understood without interpretation, and are relevant.
- Set expectations for staff on criminal database usage (WISN).
- Ensure staff is trained for the preparation and safe execution of search warrants.
- Attend search warrants executed by the Unit.
- Network with various industry organizations and nonprofit groups, to stay abreast of licensee, gambling, and law enforcement issues and trends so programs are up-to-date, relevant, and forward-thinking.
- Work with the Use of Force team to ensure staff training is relevant for what they are encountering in their daily work.
- Go on ride-alongs with agents and supervisors within the Unit as time permits.
- Review and approve case reports to ensure the recommended disposition of the case is appropriate given the licensee's administrative history and documented investigative findings. Work with supervisors and case agents when recommended disposition needs to be changed.

Agency Rules Program:

Assigns leads (Subject Matter Experts) to all rule petitions (received from the public) and proposed rules changes (received from staff). Works with the staff lead and the public on proposed rule changes to make sure the rule language is clear, the information needed for the Commissioners is gathered, documented in the Rules Summary, and reported at the Commission meeting. Works with the Rules Coordinator to ensure timelines are followed.

Staff Development:

Make effective employee selection and staffing decisions; actively monitor staff's training and development to ensure each team member continues to progress in the quality, quantity, and complexity of work assigned and timely completes training programs; delegates assignments appropriately to staff; and recognize and praise staff for high-producing performance or for going-the-extra mile. Ensure all new staff completes their training continuum courses and New Agent training within the first 24 months from the date of hire. Complete and submit to HR staff PDP expectations, evaluations, and interim reviews no later than HR's due date. Update staff's PDF by January 31 each year or as needed. Ensure staff is current with all required training by agency policy. Participate in two performance coaching sessions for each new employee/supervisor relationship or as requested by you or an employee. Facilitate activities and assignments that will build a good working relationship with staff. Find opportunities for staff to work together with others in the Division and the agency to foster an understanding of how they contribute to the agency's mission and foster relationships within the agency. Ensure all Unit staff participates in at least one diversity event each year.

Manage your training budget for the fiscal year to ensure all Unit staff receives the training they need to do their job rather than based on a specific hour threshold.

Administrative and Other Activities:

As a member of Agency and Division leadership teams. Lead and participate in division, unit, and team meetings; participate in various agency, division or unit teams; complete and review various agency forms, such as time sheets, leave requests, travel forms, training requests, etc.; and provide or attend training both in and out of the state, which may require occasional overnight travel. Completes projects assigned by the Assistant Director of the Division.

Decision Making and Policy Impact

Explain the position's policy impact (applying, developing or determining how the agency will implement).

The Agent in Charge directs and coordinates the activities of the Regulation & Enforcement Unit , which is responsible for developing and implementing a regulatory and enforcement program to ensure licensee compliance with RCW Chapter 9.46 and WAC Chapter 230; educating licensees on rules, laws, use of forms and reporting requirements; and conducting criminal investigations with a gambling nexus.

Reviews, develops, makes policy and process recommendations, and implements agency policy related to the Regulatory Program, Evidence, and Use of Force.

This position is responsible for fostering and promoting positive relationships with stakeholders, industry groups, local, state, and federal law enforcement and regulatory agencies, Commissioners, and the public regarding the regulatory program and criminal enforcement of gambling related rules and laws.

This position serves as a member of the Agency Strategic Leadership Team, the Division Leadership Team, and the Use of Force Team.

Explain the major decision-making responsibilities this position has full authority to make.

The Agent in Charge of the Regulation & Enforcement Unit :

- Acts independently and briefs the Assistant Director and coordinates decisions when time and circumstances permit;

- Develops and implements agency policy for regulating the operation and management of licensed and unlicensed gambling activities in the state;
- Develops and implements educational programs for the public, licensees, and local, state, and federal law enforcement and regulatory agencies on gambling rules and laws;
- Determines training needs and methods for agency staff;
- Develops and implements the enforcement program for the Unit regarding what criminal cases to devote resources to combat illegal, unlicensed gambling in the state;
- Approves amusement games based on compliance with WAC and RCW;
- Determines the priorities for the Unit in coordination with the agency's mission, vision, values and goals;
- Determines staffing and funding levels for the Unit;
- Takes corrective action for personnel issues within the unit and recommends disciplinary action to the Director;
- Acts on behalf of the agency Director, Deputy Director and division's Assistant Director in their absence;
- Serves as the State Gaming Agency expert of the rules and laws for licensed gambling activities and operations;
- Analyzes and makes recommendations to the Managing Attorney as to the disposition of administrative cases against licensees based on administrative history and investigative results as documented by Unit staff; and
- Makes significant process or work duty changes to the Assistant Director, agency leadership team, and the Commission for final decision.
- Serves as the Director's designee in approving two person count teams as outlined in WAC 230-15-640 and amusement games as outlined in WAC 230-13-010, groups 1 through 11.

Identify those actions this position takes to their manager for a decision.

- Recommendation for summary suspensions of licenses
- Policy changes or interpretations
- Staff rule change proposals

Financial Dimensions

Describe the type and annual amount of all monies that the position directly controls. Identify other revenue sources managed by the position and what type of influence/impact it has over those sources.

Operating budget controlled.

- Manages expenditures of the Unit with the authorized allotment, approximately \$2.4 million per fiscal year.

Other financial influences/impacts.

- Annually participate in the agency's revenue projections and setting the Unit's expenditures for the upcoming fiscal year.

Supervisory Responsibilities

Supervisory Position: Yes No

If **yes**, list total full-time equivalents (FTE's) managed and highest position title.

6 Special Agent Supervisors, who supervise at least 27 Special Agents, and co-supervises 1 Administrative Assisant-3.

Qualifications – Knowledge, Skills, and Abilities

List the education, experience, licenses, certifications, and competencies.

Required Education, Experience, and Competencies.

Education and Experience:

- A Bachelor's degree involving major study in criminal justice, accounting or finance, public or business administration, or closely related field, **OR**
- Four or more years of related experience in auditing, accounting, law enforcement, regulatory, fraud, or investigations, **OR**
- Associates degree involving study in criminal justice, accounting or finance, public or business administration, or closely related field, **AND** a minimum of two years related experience in auditing, accounting, law enforcement, regulatory, fraud or investigations, **OR**
- A minimum of four years combined related experience and college-level courses involving study in criminal justice, accounting or finance, public or business administration, or closely related field; **AND**
- Graduate of the Washington State Criminal Justice Training Commission's Basic Law Enforcement Academy (BLEA) or equivalent, and currently a WA State Certified Peace Officer, or ability to attain certification.
- A minimum of three years experience managing a team or work unit that includes direct supervision of professional employees and planning, directing, and controlling resources.

Competencies:

- Enforces laws and regulations in a fair, objective, and reasonable manner. Ability to influence others for voluntary compliance.
- Demonstrates a high degree of independent judgment and initiative.
- Ability to convey clear, persuasive messages that are effective in influencing the thoughts and actions of others.
- Interpret and communicate complex information in a manner understandable to others.
- Ability to build constructive working relationships characterized by a high-level of acceptance, cooperation, and mutual regard.
- Develop and deliver effective oral presentations and facilitate group processes.
- Ability to handle difficult, stressful or sensitive interpersonal situations.
- Ability to interpret, understand and apply WAC rules and RCWs.
- Ability to interact with others in a patient, diplomatic, and professional manner.
- Ability to work in and contribute to a work environment that embraces diversity and brings together the strengths and perspectives of diverse groups to meet organizational goals.
- Effectively develop policies, procedures, guidelines and training.
- Communicate clearly and effectively (both orally and in writing) to individuals and groups having diverse needs and interests.
- Effectively plan, coordinate, and involve internal work units and staff in program development and implementation.
- Adapt easily to changing business needs, conditions, and work responsibilities.
- Work independently.
- Identify key issues and make recommendations to increase efficiency and meet goals.

Preferred/Desired Education, Experience, and Competencies.

- Three years of work experience as a supervisor of regulatory, investigative or law enforcement unit.

Competencies:

- Extensive knowledge of WAC Chapter 230 and RCW 9.46.
- Uses knowledge and understanding of the agency's formal and informal structures, and external trends and influences to make decisions and take actions that satisfy diverse interests and contribute to the agency's goals.

- Seeks and responds to opportunities to resolve problems, achieve goals, and otherwise advance the agency mission.
- Accepts personal responsibility for the job, the quality and timeliness of work and meeting expectations. Can be relied upon to achieve expected results, meet deadlines and adhere to work schedules.
- Adapts approach, goals, and methods to achieve successful solutions and results.
- Earns the trust, respect, and confidence of coworkers, licensees, and members of the public in good times and bad, through honesty, forthrightness, professionalism, and diplomatic skills.
- Demonstrates an ongoing commitment to learning and self-improvement.

Leadership

Be fair minded, forward thinking, competent, and inspiring; demonstrates a flexible leadership style that meets the needs of a broad range of individuals and situations; delegates responsibility with associated authority; promotes a cooperative work environment and gains support and buy-in through participation of others; encourages and rewards innovation and change, allowing others to learn from mistakes; leads by example and is accountable for results; takes responsibility for personal learning and development; ensures clear and consistent communication with staff across agency lines and with people outside the agency; makes decisions and sets priorities consistent with agency mission, vision, values, and strategic plan, and provides positive direction in its implementation; emphasizes agency goals over division or unit interests; addresses problems with people quickly and directly; holds staff accountable for work; establishes clear performance expectations and measures through the use of Performance Development Plans; keeps Position Description Forms updated; evaluates and coaches employees, and encourages and rewards top performance; anticipates and understands risks, develops contingency plans, and whenever possible, removes barriers; and identifies and helps others cope with problems associated with change.

Oral Communication

Practices active listening; uses appropriate means of available communication within and outside the organization; uses clear, consistent, persuasive communications that are effective in influencing the thoughts and actions of others; be patient and understanding; shares complete and accurate information with others in a timely manner; presents ideas effectively in formal and informal settings; responsive to various styles and needs of individuals and diverse groups with whom he/she is communicating; communicates intentions and rationale; and demonstrates conflict resolution and negotiation skills with WSGC personnel and others.

Written Communication

Accurately documents work performed (e.g. case reports, findings of investigations, letters, etc.) in a clear, concise, logical, and complete manner; effectively conveys ideas and information in writing using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the reader; and consistently follows standardized rules of language regarding spelling, punctuation, grammar, word usage, sentence structure, and composition.

Relationship Building and Influence

Builds working relationships characterized by a high level of acceptance, cooperation and mutual respect; interacts with others in a patient, diplomatic, and professional manner; treats others with dignity and respect; respects the work of others, regardless of their status or position; effectively collaborates with others and offers assistance; anticipates and recognizes the concerns of others; uses various means to clearly and effectively communicate with others; acts as a positive influence on others; positively impacts morale; actively supports the good ideas of others; builds rapport; understands the balance between taking the time to build rapport and getting the work done; finds common ground; models effective group process behavior, such as listening, discussing, negotiating, rewarding, encouraging, motivating and resolving confrontations and disagreements in a constructive manner; be patient and understanding; and seeks to resolve without becoming frustrated.

Customer Focus

Builds and maintains internal and external customer satisfaction, consistently demonstrates to customers an interest in addressing their problems, makes extra effort to meet or exceed customer needs, expectations, searches out ways to enhance customer satisfaction by improving efficiency and effectiveness of service delivery, actively seeks customers' feedback on quality of service he/she provides, when communicating and interacting with customers, practice active listening and have a positive attitude.

Ethics and Integrity

Earns trust, respect, and confidence of customers and co-workers in good times or bad, through honesty, forthrightness and professionalism; tells the truth and is honest in all dealings; respects and maintain confidentiality; keeps commitments; uses public's funds and resources appropriately and efficiently; avoids rumor, gossip, and subjective opinions; avoids inappropriate situations and associations; talks to others about the need for ethical behavior; adheres to an appropriate (for the setting) and effective set of core values and beliefs; and avoids conflicts of interest.

Diversity

Actively contributes to a work environment that embraces and appreciates diversity and brings together these strengths and perspectives to meet organizational goals, demonstrates respect for all others, recognizes the value of cultural, ethnic, gender and other individual differences in people, checks his/her thinking against the view of others, supports equal and fair treatment and opportunity for all, is flexible in his/her thinking with a willingness to consider alternate perspectives, uses individual knowledge, skills, abilities, and experience to contribute positively to the agency.

Accountability

Accepts personal responsibility for the quality and timeliness of work and acknowledges responsibility for meeting expectations. Acknowledges responsibility for mistakes, without blaming, and makes the necessary corrections. Keeps supervisor and co-workers informed. Communicates intentions and rationale. Completes requisite training and applies training received. Works independently; prioritizes, problem-solves and ensures time and case management. Demonstrates proficiency in the use of assigned equipment. Documents work performed and findings in a clear, concise, and logical manner. Provides status reports and updates on progres to internal and external stakeholders. Exhibits attention to detail and follow-through in the completion of assignments.

Results Orientation and Initiative

Seeks and responds to opportunities to resolve problems, achieve goals, or otherwise advance the organization's mission; identifies needs and takes appropriate action before being asked; challenges status quo when appropriate; looks for better ways to perform routine parts of the job; develops innovative ideas that provide unique solutions; adds value and original thinking in the workplace and encourages others to be creative and innovative; and gets the job done.

Analytical Ability

Uses data and information in a clear and rational thought process to assess and understand issues, evaluate opinions, form logical and accurate conclusions, and make decisions; accurately evaluates legal, financial, and other documents; identifies key facts; recognizes patterns, sees discrepancies and missing pieces, trends or interrelationships in data and situations; distinguishes information that is pertinent to a decision or solution; determines appropriate action in light of guidelines/procedures; in the absence of clear guidelines or information, uses judgment and critical thinking to infer appropriate meaning and form conclusions necessary to resolving the problem or issue; possesses knowledge of advanced investigative techniques; and has a good memory.

Good Judgment

Displays balanced thinking that combines analysis, wisdom, experience, and perspective; plans the most effective and efficient means to conduct work; accurately assesses risk, scope, and objectives when planning and conducting work; makes decisions in a consistent and impartial manner; adjusts work as necessary when findings warrant; recognizes and carefully weighs pros and cons of a prospective action;

demonstrates behavior appropriate to the situation; and refrains from inappropriate displays of behavior (e.g., anger, violence, frustration, and impatience) and interactions.

Tact and Diplomacy

Responds to difficult, stressful or sensitive interpersonal situations in ways that reduce or minimize potential conflict and maintains good working relationships among internal and external customers; actively strives to understand the people and the data before making decisions and taking action; carries out interaction in a respectful manner that maintains the dignity of all; uses behaviors and language in dealing with people that are appropriate for workplace situations; works through difficult or awkward interpersonal situations in a positive manner; delivers a difficult message with sensitivity to minimize negative impact on others; criticizes constructively and privately; praises publicly; broaches sensitive issues in a way that allows rational and open discussion; and gauges and uses appropriate tone, body language, gestures and motions.

Diversity

Actively contributes to a work environment that embraces diversity and brings together the strengths and perspectives of diverse groups to meet organizational goals; demonstrates respect for others; recognizes value of cultural, ethnic, gender, and other differences in people; brings together strengths and perspectives of diverse groups; checks his/her thinking against the view of others; develops and adapts approaches to problems that take into account cultural differences; supports equal and fair treatment and opportunity for all; and interacts with people from all walks of life.

Flexible/adaptable

Anticipates, assesses, and responds in a timely manner to changing priorities and needs; demonstrates flexibility to changing circumstances and work assignments; develops new strategies or tactics if current ones are ineffective; copes well and helps other adapt to changes; proactively embraces change; and sees benefits and inspires others to accept change.

Self-Management

Works independently and meets timelines; follows rules and procedures; treats others with respect and dignity; effectively manages assignments, projects, time, and other resources; and identifies and pursues opportunities for growth and development.

Organizational and External Awareness

Use knowledge and understanding of the agency's formal and informal structures, and external trends and influences to make decisions and take actions that satisfy diverse interests and contribute to agency goals. Keeps abreast of changes and trends related to gambling, regulation, and enforcement activities. Fosters credibility by avoiding situations in which the public might perceive a conflict of interest. Displays balanced thinking that combines analysis, wisdom, experience, and perspective. Models ethics and integrity to enhance the quality of the agency's enforcement activities. Is aware of technological options for program operations and, with IT staff, explores new applications or enhancements to assist staff and provide better customer service. Is creative and visionary in the application of technology. Encourages staff development and training for new IT applications.

Strategic Planning

Plans and budgets for future resource requirements; anticipates problems and develops contingency plans; establishes challenging, attainable goals and objectives based on mission, vision, and values; identifies short and long-range organizational needs; looks to the future with broad perspective; ensures performance measures are in place to monitor progress and assess accomplishments and achievement of strategic goals and objectives; develops initiatives to achieve goals and objectives; and articulates the vision and plans to others.

Innovation and Change Management

Fosters environment of innovation and change. Develops strategic goals for change. Aligns changes with the organization's strategic direction and objectives and customer expectations. Identifies appropriate change strategies. Communicates goals and strategies to appropriate parties. Involves appropriate parties

in changes. Develops insights and applies innovative solutions to projects and problems. Demonstrates persistence at achieving change and willing to act independently. Recognizes the scope of problems. Understands the impact of change on others. Guides staff through fundamental change. Learns from failure.

Customer Focus

Builds and maintains internal and external customer satisfaction. Consistently demonstrates to customers an interest in addressing their problems. Makes an extra effort to meet or exceed customer needs and expectations. Searches out ways to enhance customer satisfaction by improving efficiency and effectiveness of service delivery. Actively seeks customer feedback on the quality of service provided.

Special Requirements/Conditions of Employment

List special requirements or conditions of employment beyond the qualifications above.

- Must be a United States Citizen or lawful permanent resident.
- Must be able to legally acquire and possess firearms and ammunition and maintain qualification standards.
- Maintain a driver's license valid in Washington State and be able to drive a motor vehicle.
- Must not have any felony convictions. Must not have any misdemeanor convictions related to controlled substances, theft, moral turpitude, fraud, larceny, or crimes of violence within the last five years. Must not have been convicted of any crime associated with domestic violence. Must not have a DUI conviction within the last three years, or a substantial accumulation of driving violations, indicating a disregard for rules and regulations.
- This position requires the incumbent to carry a firearm while on duty and also to operate an agency vehicle as a normal course of business. As such, this position has been determined to be "safety sensitive."
- This position requires the incumbent to carry a firearm while on duty and also to operate an agency vehicle as a normal course of business. As such, this position has been determined to be "safety sensitive."
- Must not use or possess illegal narcotics or controlled substances:
 - Drug free – no use of any illegal drugs within the last three (3) year period immediately preceding appointment.
 - Marijuana – no use within six (6) months immediately preceding appointment and used limited to experimentation.
 - Amphetamines, Cocaine, and Opiates – no use within the five (5) year period immediately preceding appointment and use limited to experimentation.
 - Hallucinogens – no use within the ten (10) year period immediately preceding appointment and use limited to experimentation.
- Must refrain from excessive alcohol consumption.
- Must adhere to agency policy of prohibiting employees from serving as officers or managers of any corporation or organization that conducts a lottery or gambling activity, including tribal gaming activities. Employees may not gamble in tribal gambling activities or any gambling licensed activities.

Must be willing and able to:

- Carry a firearm and other issued equipment (handcuffs, cell phone, etc.) while working and to maintain firearm and use of force training standards.
- Travel overnight as necessary for off-site work, meetings, and training;
- Work alone or in teams;
- Be available and carry a cell phone during nonscheduled hours;
- Work evenings, weekends, hours other than 8 a.m. to 5 p.m., and extra hours when necessary to meet work objectives and deadlines; and
- Work indoors in a gambling environment, which may involve smoke filled and dirty areas, diverse populations, and intoxicated persons.
- Detain or arrest individuals.

If new to the agency:

- Must be willing to undergo and able to pass an extensive background investigation, which includes a criminal records check, credit check, fingerprinting, and drug testing.
- Must be willing to undergo a post offer polygraph examination and psychological evaluation.

Working Conditions

Work Setting, including hazards:	Work indoors in a gambling environment, which may involve smoke filled and dirty areas, diverse populations, and intoxicated persons. Required to file reports of their activities, often involving long hours of paperwork. Work involves potentially high risks with personal exposure to dangerous situations including possible physical attack or other uncontrollable conditions. Duties of this position may require the employee to immediately respond from a sedentary activity to an extremely arduous activity requiring considerable strenuous physical exertion, e.g., long period of standing, walking, and running over rough, uneven surfaces during the day and/or night.
Schedule (i.e., hours and days):	Be available and carry a cell phone during nonscheduled hours because employee may be subject to call at any time their services are needed and may work long hours during investigations. May be required to work long hours beyond the normal hours of work and is subject to unscheduled duty in excess of a 40-hour work week when necessary to meet work objectives and deadlines.
Travel Requirements:	Work required by this position occurs in both office and outdoor settings, and frequently requires travel by motor vehicle. Travel overnight as necessary for off-site work, meetings, and training.
Tools and Equipment:	Must have and maintain a Washington state driver's license and be able to drive a motor vehicle. Carry a firearm and other issued equipment (handcuffs, cell phone, etc.) while working and to maintain firearm and use of force training standards.
Customer Relations:	Requires the ability to read, comprehend what is read, communicate effectively (verbal and written; defuse situations, maintain emotional control under stress, and respond timely to inquiries.
Other:	Able to arrest and detain individuals. Work alone or in teams.

Acknowledgement of Position Description

The signatures below indicate that the job duties as defined above are an accurate reflection of the work performed by this position.

Date:	Supervisor's Signature (required):
Date:	Appointing Authority's Name and Title: Signature (required):
As the incumbent in this position, I have received a copy of this position description.	
Date:	Employee's Signature:

Position details and related action have been taken by Human Resources as reflected below.

For Human Resource/Payroll Office Use Only						
Approved Class Title:	Class Code:	Salary Band:	Effective Date:			
Pay Scale Type:	Job Analysis On File? Yes <input type="checkbox"/> No <input type="checkbox"/>	Position Type (Employee Group):	EEO Category:			
Employee Sub-Group:	Position Retirement Eligible: Yes <input type="checkbox"/> No <input type="checkbox"/>	Position is: Funded <input type="checkbox"/> Non-Funded <input type="checkbox"/>	Workers Comp. Code:			
County Code:	Business Area:	Personnel Area (FEIN):				
Position Eligible for Telework Yes <input type="checkbox"/> No <input type="checkbox"/>		Position Eligible for Flextime Yes <input type="checkbox"/> No <input type="checkbox"/>				
Position Eligible for Compressed Workweek Yes <input type="checkbox"/> No <input type="checkbox"/>		Unique Facility Identifier (UFI) For more information see: UFI Search Feature				
Cost Center Codes						
COST CENTER	PCT. (%)	FUND	FUNCTIONAL AREA	COST OBJECT	AFRS PROJECT	AFRS ALLOCATION
Date:	HR Designee's Name:		HR Designee's Title:		HR Designee's Signature:	
Date:	Budget Designee's Name:		Budget Designee's Title:		Budget Designee's Signature:	