

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: Update position number, qualifications, and competencies	Position Title: Special Agent	Exempt Class Code (e.g., B1234):
Date Last Reviewed (If existing position): 02/23/2022	Current Band: Band 1	Proposed Band: Band 1
Position Number/Object Abbreviation: 0147	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 checked="" type="checkbox"/> No <input type="checkbox"/>	
Incumbent's Name (If filled position): Vacant	Address Where Position Is Located: Varies	
Agency/Division/Unit: Gambling Commission/Tribal Gaming Unit	Supervisor's Name and Title: Kelly Main, Special Agent Supervisor	
Supervisor's Position Number: 0137	Supervisor's Phone: (206) 423-4260	
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).		
The mission of the Washington State Gambling Commission is to protect the public by ensuring gambling is legal and honest. The Tribal Gaming Unit will support the agency's mission by monitoring each tribe's compliance with the tribal-state compact and the public's compliance with state laws. This position reports to the Special Agent Supervisor of the Tribal Gaming Unit assigned to the Central District.		
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.		
The Special Agent will enforce gambling laws and the regulations of tribal-state compacts through onsite visits to tribal casinos throughout the state. Work as partners with Tribal Gaming Agencies from tribal casinos to determine compliance with applicable laws and tribal-state compacts. Perform in-depth financial record inspections and investigations. Review and evaluate record keeping and internal control systems established by tribal casinos to determine compliance. Conduct criminal and administrative investigations. Participate on special projects related to New Agent Training and the Tribal Lottery System (TLS).		
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 .		
<ul style="list-style-type: none"> • <u>Conduct on-site visits</u> to tribal casinos to perform routine inspections, specialized inspections, and build a positive relationship with the Tribal Gaming Agency. • <u>Meet sustainable funding</u> by meeting the billable hour requirement for the Tribal Gaming Unit. • <u>Monitor all portions of assigned area</u> and be capable of taking appropriate criminal and administrative action. 		

- Review tribal submissions to include internal controls, game rules, etc. to ensure they are following the tribal-state compact.
- Investigate all complaints, criminal and administrative in nature, as they relate to gambling. Take appropriate criminal and administrative action.
- Write case reports that are detailed, objective, and chronological. Document observations, activities, information and findings to properly support the final determination and any resulting enforcement action.
- Knows, understands and follows agency policies and procedures, to include tribal relations, handling and processing of evidence, dissemination of information, use of force, seizure, and intended forfeiture, etc.
- Immediately notifies chain of command of need to know items.
- Conducts suspect, victim, and witness interviews.
- Testifies in administrative and criminal proceedings to present facts and evidence regarding investigations and to restate facts documented in case reports.
- Attend meetings for district, unit and special projects or teams.
- Prepare and instruct formal and informal training programs to internal and external audiences.
- Complete administrative work related to time records, emails, phone calls and monthly reports.
- Attend agency required training and successfully complete use of force training.
- Assist other agency units/divisions.
- Act as a Tribal Lottery System (TLS) expert for the Central District and serve on the Gambling Electronic Equipment Specialist (GEES) team. Expand knowledge through training related to the TLS.

Decision Making and Policy Impact

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

Assist in developing and implementing a Tribal Gaming Unit regulatory program to ensure the tribes are following the tribal-state compact.

Fosters and promotes positive relationships with the tribes, stakeholders, industry groups, local, state and federal law enforcement and regulatory agencies, Commissioners, and the public regarding the Tribal Gaming Unit regulatory program and criminal enforcement of gambling related rules and laws.

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

- Make arrest when lawfully justified.
- Determine dispositions of administrative violations up to verbal warning.

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

- Recommendation for statement of charges
- Recommendation for Warning Letter
- Policy changes or interpretations
- Compact Negotiations
- Unusual circumstances, matters of public concern, or emergent information affecting the Unit and Agency
- Discuss dispositions outside of the established regulatory guidelines

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.

- N/A

Other financial influences/impacts.

- N/A

Supervisory Responsibilities

Supervisory Position: Yes No

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

Qualifications – Knowledge, Skills, and Abilities

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

Required Education, Experience, and Competencies

Required Education

- High School Diploma or GED

Preferred/Desired Educations, Experience, and Competencies.

- Associates degree, or higher, involving study in criminal justice, accounting or finance, public or business administration, computer science or closely related field.
- Two or more years of related experience in business, auditing, accounting, law enforcement, regulatory, fraud, computer science, or investigations.
- A graduate of the Washington State Criminal Justice Training Commission's Basic law Enforcement Academy or equivalent.
- Licensed Certified Public Accountant (CPA) or Certified Fraud Examiner (CFE)
- Information technology experience working on or with computerized network systems. A+, Network+ and/or Security + certifications.
- Previous experience working in tribal gaming or with tribal governments.

Competencies

Communication

Conveys clear, consistent communications across all agency lines.

Relationship Building & Influence

Builds constructive working relationships characterized by a high level of acceptance, cooperation, and mutual regard.

Customer Focus

Builds and maintains internal and external customer satisfaction.

Ethics and Integrity

Earns the trust, respect, and confidence of coworkers and customers, in good times or bad, through honesty, forthrightness, professionalism.

Diversity

Actively contributes to a work environment that embraces and appreciates diversity and brings together these strengths and perspectives to meet organizational goals.

Accountability

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. Links mission/vision/values to everyday work.

Initiative

Seeks and responds to opportunities to resolve problems, achieve goals, or otherwise advance the organization's

mission.

Special Requirements/Conditions of Employment

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

- Must be 21 years of age at the time of hire.
- 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.
- 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 twelve 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.
- 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.


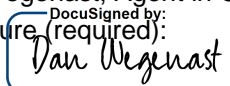
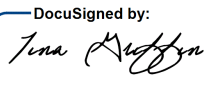
If new to the agency:

- 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):	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 objectives and deadlines.

Tools and Equipment:	Must have and maintain a driver's license that is valid in Washington State 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 controls 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: 2/25/2022 12/16/21	Supervisor's Signature (required): Kelly Main  <small>DocuSigned by: A0EE005532E84CB...</small>
Date: 2/25/2022	Appointing Authority's Name and Title: Dan Wegenast, Agent in Charge Signature (required):  <small>DocuSigned by: 94249548C033411...</small> Appointing Authority: Director's Review 2/28/2022  <small>DocuSigned by: 4CFDDC8C0E1345E...</small>
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:	