



Klamath Tribes' Gaming Regulatory Commission

JOB DESCRIPTION

OPEN: 03/01/18

CLOSE: 03/20/18

OR UNTIL FILLED

JOB TITLE: COMMISSIONER
KLAMATH TRIBES GAMING REGULATORY COMMISSION
(KTGRC OR COMMISSION)

SALARY: \$48,000 ANNUAL/FULL BENEFITS

RESPONSIBLE TO: KLAMATH TRIBAL COUNCIL

DIVISION: KLAMATH TRIBAL GOVERNMENT

CLASSIFICATION: APPOINTED/3 YEAR TERM/EXEMPT/FULL-TIME

LOCATION: 34333 HIGHWAY 97 N. CHILOQUIN, OREGON
KLA-MO-YA CASINO GAMING PROPERTY

POSITION SUMMARY

The KTGRC'S main purpose and authority is to regulate Class II, Class III, and Non-Gaming Licenses, within the jurisdiction of The Klamath Tribes in accordance with the Indian Gaming Regulatory Act of 1988 (IGRA). Additionally, the Commission has the power and responsibility for the promulgation and enforcement of the rules and regulations as stated or required within the IGRA; the Klamath Tribal Gaming Ordinance (Ordinance); the Klamath Tribal/State of Oregon Compact (Compact); the KTGRC Rules and Regulations and all other governing documents. The commissioners must work closely with numerous government officials including, but not limited to the National Indian Gaming Commission, State of Oregon, representatives of various Tribal Regulatory Commissions and various law enforcement officials. The KTGRC is responsible for the supervision of staff working for the KTGRC including the surveillance department located on the Klamath Tribes gaming property.

The KTGRC Commissioner is the third ranking member of the Commission behind the Chairperson and Vice-Chair and will be knowledgeable of the duties of the other Commissioners. This position will be required to fulfill the duties of the Chairperson or Vice-Chair if either position is not able to fulfill or perform their duties. When acting as Chairperson or Vice-Chair, this position is empowered to carry out all the responsibilities and duties of whichever role/position they are standing in for.

RELATIONSHIP TO TRIBAL COUNCIL (Section 48.06 KTGRC Rules and Regulations, paraphrased)

KTGRC is a branch of Tribal Government, subject to personnel and other tribal administrative policies. The administration of all such policies is under the direct supervision of the Tribal Council. In the absence of applicable

tribal personnel or other administrative policies, the KTGRC shall promulgate its own policies, subject to Tribal Council approval. Per the approved KTGRC Rules and Regulations, the decisions regarding licensing, suitability, compliance with applicable law, and other regulatory matters shall be within the exclusive province of the KTGRC and are not subject to appeal except as set forth in the KTGRC Rules and Regulations. KTGRC will report all decisions to Tribal Council on a quarterly basis.

MAJOR DUTIES AND RESPONSIBILITIES:

- 1) Inspect, regulate, and monitor any phase of any gaming activity or associated non-gaming activity to ensure compliance with all relevant laws.
- 2) Approve rules of various games, and inspect games, tables, equipment, machines, cards, dice, and chips or tokens used in the gaming operation. Establish and approve video surveillance standards. Establish standards/criteria for gaming machines and facilitate the testing of machines for compliance.
- 3) Enforce and administer the provisions of the Ordinance or other applicable law or regulation to ensure compliance with all relevant laws.
- 4) Process applications and issue, renew, or deny tribal gaming licenses for Class II Gaming, Class III Gaming, and associated non-gaming activities per the Klamath Tribes Gaming Ordinance and KTGRC Rules and Regulations.
- 5) Process applications and issue, renew, or deny licenses for management contracts for Class II Gaming, Class III Gaming, and associated non-gaming activities per the Klamath Tribes Gaming Ordinance and KTGRC Rules and Regulations.
- 6) Revoke, suspend, or apply conditions to a gaming license or deny an application for a license for violation of applicable law or Ordinance regulating gaming, or conviction of any offense involving a gaming related crime or moral turpitude.
- 7) Provide direction and perform supervisory duties for specific staff in the division, including surveillance staff as required and in accordance with applicable tribal policies and relevant tribal laws.
- 8) Collect all associated costs for licenses, investigations, and any other associated regulatory costs or fees.
- 9) Hold regular and special meetings, conduct hearings, investigations, and proceedings as deemed necessary and in accordance with all applicable rules, regulations, and tribal laws.
- 10) Prepare annual operating budgets, revisions, and budget reports following tribal budget policies, relevant rules and regulations and requirements, under the direction of Tribal Council.
- 11) Audit or cause to be audited expenditures, receipts, and reports of a licensee responsible for managing a Tribal gaming enterprise and obtain an annual audit by a Certified Public Accountant.
- 12) Review, comment or approve changes to governing documents as needed and/or requested under the oversight of Tribal Council.
- 13) Issue and renew gaming licenses as provided in the Ordinance or other applicable law or regulation including any regulation promulgated by Tribal Council. This includes licensing the Klamath Tribal Gaming Facility(s) and submitting each facility license to NIGC attesting to the facility safety and security.
- 14) Ensure each gaming facility's policies and procedures meet or exceed standards set forth in all governing documents.
- 15) Assess penalties and collect fees and interest as provided for in the Ordinance and/or the KTGRC Rules and Regulations or other applicable law or regulation.
- 16) Adjust the respective amounts of the annual license fees, provided that such fees shall not be increased retroactively.
- 17) Review, on demand, such books and records and inspect the premises and operations of licensees as deemed necessary for the enforcement of the Ordinance or other applicable law or regulation.

- 18) Initiate legal proceedings in the name of the Klamath Tribes in Tribal Court or in any other court of competent jurisdiction as deemed necessary for the enforcement of the Ordinance and other applicable laws regulations.
- 19) Conduct hearings in accordance with the KTGRC Rules and Regulations.
- 20) Ensure all funds, fees, penalties, and interest collected under authority of the KTGRC is deposited into an account established by the Klamath Tribes in a secure and timely manner.
- 21) Maintain a correct and full accounting of all fees, and interest received under authority of the Ordinance, and provide a quarterly report of that accounting to Tribal Council.
- 22) Ensure the physical safety of patrons in, and of personnel employed by the establishment.
- 23) Protect and safeguard the assets of The Klamath Tribes on the gaming facility.
- 24) Protect patrons and property from illegal activity.
- 25) Detain or cause to be detained, persons suspected of crimes for the purpose of notifying the law enforcement authorities.
- 26) Establish and maintain an updated list of persons barred from the Gaming Facility either because of their criminal history or because their association with career offenders or career offender organizations poses a threat to the honesty, security and integrity of Gaming Operations, and furnish that list to the State as required in the Compact.
- 27) Maintain a closed-circuit television system of the Gaming Facility and provide copies of floor plan and CCTV system to the State in compliance with the Tribal/State Compact.
- 28) Establish a method for resolving disputes with players in accordance with the Compact.
- 29) Take such other actions, issue such orders, and promulgate such regulations as is required by the Compact, KTGRC Rules and Regulations or as Tribal Council may deem necessary to properly and fully perform duties and responsibilities under the Ordinance.
- 30) Must maintain strict confidentiality of records and information pertinent to the nature of the work.
- 31) Work closely and cooperatively with local, state, federal, and tribal officials, as well as with Kla-Mo-Ya management to ensure the tribes' best interests are met at all levels.
- 32) At a minimum, prepare written and oral reports as required in the KTGRC Rules and Regulations. May be requested to meet monthly with Tribal Council or as needed to review administrative policy and procedures, participate in budget meetings, etc.

****SPECIAL REQUIREMENTS****

This is a three-year term position appointed by Tribal Council. Candidate must be an enrolled Klamath Tribal Member, be eligible for and maintain a Class III gaming license once appointed. This includes but is not limited to completing a Personal Disclosure application, photographs, and fingerprints. Cannot have been convicted of a felony or misdemeanor of any kind related to illegal gambling, bribery, or any charge that Tribal Council determines may hinder a commissioner's ability to fulfill duties or to bring the Klamath Tribes or its Gaming Operation into disrepute.

KTGRC Commissioners and employees are not allowed to gamble at Kla-Mo-Ya Casino during their employment. Close relatives may not be placed in positions which may be viewed as performing incompatible functions; e.g., positions involving internal controls which would affect the integrity of gaming at Kla-Mo-Ya Casino.

WORKING CONDITIONS

Due to the nature of the work, Commissioners are expected to periodically be "on call" and may have irregular schedules. Most of the work is completed indoors, but may require sitting, standing, bending, and moderate lifting.

SUPERVISORY CONTROLS

Administrative work activities of the KTGRC are performed under the general direction and oversight of the Klamath Tribal Council. This includes but is not limited to personnel, accounting, and other administrative policies, procedures, and practices. The appointed Commissioner plans and carries out the work independently and handles deviations in accordance with instructions, policies, previous training, and accepted practices. New or major issues are referred to the Tribal Council for direction and advice in unusual or unprecedented situations.

Licensing, suitability, compliance with applicable law, and other regulatory matters are within the exclusive province of the KTGRC.

QUALIFICATIONS/EXPERIENCE/EDUCATION

- Must be an enrolled Klamath Tribal member at least 21 years of age.
- The chosen candidate must pass an extensive background investigation and maintain a Class III gaming license. See "Special Requirements" above for more information.
- High School Diploma or GED. Some college preferred.
- Minimum of 4 years relevant work experience in a management position demonstrating regulatory, enforcement, or similar detailed duties and responsibilities is required. Demonstrated positive work experience in a casino is highly desirable.
- Experience and ability to use computer and network operating systems on a daily basis is required.
- Supervisory experience is required.
- Minimum of one-year work experience in preparing and monitoring budgets in excess of \$100,000 is preferred.
- Will be required to pass a pre-employment alcohol/drug screen and comply with random drug/alcohol testing.

APPLICATION PROCESS & HOW TO APPLY

ALL APPLICANTS WILL PROVIDE THE FOLLOWING DOCUMENTS. IT IS THE APPLICANT'S RESPONSIBILITY TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR THIS POSITION. APPLICATION AND SUPPORTING DOCUMENTS WILL NOT BE RETURNED.

- COMPLETED KTGRC EMPLOYMENT APPLICATION
- CURRENT RESUME
- LETTER OF INTEREST STATING WHY YOU WISH TO BE EMPLOYED BY THE KLAMATH TRIBES IN THIS POSITION
- COPY OF HIGH SCHOOL DIPLOMA, GED AND/OR ANY COLLEGE CREDITS, OR COLLEGE DIPLOMA
- 3 CURRENT LETTERS OF RECOMMENDATION

APPLICATIONS ARE AVAILABLE THROUGH THE OFFICE OF THE TRIBAL COUNCIL, 501 CHILOQUIN BLVD, CHILOQUIN, OREGON 97624. FOR MORE INFORMATION CONTACT ROBERTA FROST, TRIBAL SECRETARY, (541) 783-2219, EXTENSION 170 OR BY EMAIL: roberta.frost@klamathtribes.com.

**Submit all requirements to The Klamath Tribes, ATTN: Human Resource
Office, PO Box 436, Chiloquin, OR 97624 or by email:
hr.clerk@klamathtribes.com.**