

Pala Gaming Commission



35008 Pala Temecula Rd. PMB 43 Pala, CA. 92059-0043 Office (760) 510-4574 * Fax (760) 510-4566
* E-Mail: PGCGC@Palagc.org

Commissioners:

Anthony J. Barnes, Chairperson

Darlene Vega, Commissioner

JOB DESCRIPTION

Job Title: Inspector I
Department: Tribal Gaming Commission
Reports To: Lead Inspector
Shift: Requires working on Weekends and Holidays
Rate of Pay: \$10 to \$14 per hour DOE

SUMMARY:

The Inspector is responsible for ensuring that the gaming operation is following all Federal, State and Tribal Regulations as they apply to Class III gaming.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Safeguards the assets of the company.
- Performs reviews of procedures, and tests for compliance with established minimum internal controls, state regulations, federal regulations and tribal regulations.
- Ensures that slot machine security is maintained.
- Conducts preliminary investigations of customer complaints on their shift, when a slot machine is involved.
- Attends training seminars and/or meetings.
- Other duties as directed by the Commissioners, or the Executive Director.

QUALIFICATIONS:

- Ability to learn and comprehend all applicable Tribal, State and Federal Regulations.
- Knowledge and understanding of all Class III gaming authorized at the Gaming Operation.
- Ability to work effectively with staff and Commissioners.

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EDUCATION and/or EXPERIENCE:

- Must possess a high school diploma.

PERSONAL SKILLS:

- Must be able to present a professional attitude and demeanor when dealing with the public and gaming personnel.

MATHEMATICAL SKILLS:

- Ability to calculate figures and amounts such as discounts, percentages and interest.

REASONING ABILITY:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

CERTIFICATES and LICENSES:

- Must possess a valid Key Employee License from the Tribal Gaming Commission and must receive, upon application and consideration by the NIGC, a determination of suitability.

PHYSICAL DEMANDS:

- While performing the duties of this job the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, talk, see or hear. The employee will need to be able to lift at least 10 lbs.

WORK ENVIRONMENT:

- While performing the duties of this job the employee is occasionally required to work near a moderate noise level.

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OTHER REQUIREMENTS:

- Must acknowledge and agree to maintain a Drug-Free workplace as a condition of employment with the Pala Band of Mission Indians. Must pass pre-employment and random drug testing during employment. A DMV printout is required with your employment application. A background check will also be required.
- Indian preference will apply. The Pala Band of Mission Indians will give hiring preference to fully qualified applicants that are Pala Tribal Members. Pala Band of Mission Indians is an equal opportunity employer.
- All employees are expected to follow the Tribal Personnel Policies and Procedures of the Pala Band of Mission Indians and must adhere to any additional applicable addendums.

HOW TO APPLY

PLEASE SUBMIT A RESUME AND/OR APPLICATION TO:

Pala Band of Mission Indians
Human Resources Department – Attn: Lisa Rios
PMB#50, 35008 Pala Temecula Road
Pala, CA 92059
Email lrrios@palatribe.com

CLOSING DATE: OPEN UNTIL FILLED

Posted: 02/11/2010

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