



Colville Tribal Gaming Commission

P.O. Box 1647 • 729 Jackson Street • Omak, Washington 98841

Office: (509) 422-7716 • Fax: (509) 422-7719 • Email: dannise.davisson@colvilletribes.com

POSITION: Electronic Gaming Systems Agent II
SALARY: DOE; \$19.04 - \$20.20 per hour
REPORTS TO: Electronic Gaming Systems Analyst
LOCATION: Manson, Washington

BASIC FUNCTIONS: Non-exempt. Under the direct supervision of the Electronic Gaming Systems Analyst, the Electronic Gaming Systems Agent II (EGS Agent II) assists in fulfilling objectives and goals with the EGS Department in the observation and monitoring of electronic gaming computer hardware and software installations, the maintenance of network operations, and regulatory compliance to established standards in the Tribe's gaming facilities. The EGS Agent II must be able to effectively communicate and collaborate to seek out avenues to enhance technical and product expertise. Problem-solving and critical thinking skills are a must, as is the ability to adapt to the rapidly changing requirements of development.

The EGS Agent II assists in monitoring activities of the Tribal Lottery System (TLS) to ensure compliance with CTGC TICS, Appendix X and/or X2 of the Colville-WA Compact, and NIGC MICS as they apply to Class II electronic game systems. Must have the aptitude to work cooperatively and assist in the installation and maintenance of surveillance equipment associated with the digital surveillance system network.

MINIMUM QUALIFICATIONS:

Education and Experience:

- ☐ High school diploma or its equivalent; AND 12 months combined training and/or work experience in a related area with basic knowledge of mechanics of gaming devices; OR 12 months electronics experience; OR 12 months' work experience in a Washington State Tribal Casino in a related department.
- ☐ Must adhere to **STRICT CONFIDENTIALITY** in reference to all Commission information in trust and confidence and shall not disclose confidential Commission information to any third party without written consent of the Commission.
- ☐ Must sign Confidentiality and Code of Ethics agreements.
- ☐ Must possess and maintain a valid driver's license and be eligible for the Tribe's vehicle insurance.
- ☐ Must be qualified and suitable for a tribal gaming license under Tribal, State, and Federal requirements. ***Tribal gaming license applications must be completed and submitted with a CCT job application to be considered.***
- ☐ Must adhere to a healthy drug-free lifestyle in compliance with Tribal policy and the Commission Personnel Addendum.

Knowledge, Skills, and Abilities:

- ☐ The incumbent of this position must have strong problem-solving and listening skills, knowledge of Windows-based operating systems, and knowledge of Microsoft Office Suites and applications such as Word and Excel.
- ☐ Must have Strong basic Math and English skills are a must.
- ☐ Ability to handle and maintain confidential information.
- ☐ Ability to travel. Travel to multiple casino sites is required.
- ☐ Ability to tolerate loud noises and frequent exposure to tobacco smoke.
- ☐ Ability to perform various activities such as constant standing, walking, frequent bending, reaching, kneeling, and squatting.
- ☐ Ability to work well with people, in a team environment, and to communicate effectively in both written & oral formats.
- ☐ Ability to work a flexible schedule including extended hours, weekends, and holidays.

Knowledge, Skills, and Abilities: (continued)

- ☐ Ability to read, interpret, and apply appropriate gaming rules, regulations, policies, and procedures as well as related tribal, federal, and state compact requirements.
- ☐ Demonstrate motivation and have the ability to progress and eventually work independently.
- ☐ Ability to learn and adapt to the ongoing changes of the organization.
- ☐ Ability to meet deadlines.
- ☐ Ability to successfully pass a background screening.
- ☐ Ability to successfully pass an interview.
- ☐ The position incumbent must be able to function indoors in a gaming environment and engaged in work of primarily a sedentary nature.
- ☐ Requires ambulatory ability to sit or stand for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other laptop/desktop work, and move to various office and community locations.
- ☐ Requires the ability to use near vision to read printed materials.
- ☐ Requires auditory ability to carry on conversations in person and over the phone.
- ☐ Requires the ability to retrieve work materials from overhead, waist, and ground-level files.
- ☐ Requires manual and finger dexterity to write, or use a keyboard at an acceptable rate that meets department deadlines and accuracy standards, operate microcomputer, and use other standardized office equipment, almost constantly requiring repetitive motions.
- ☐ Must be willing and able to work irregular hours such as evenings, weekends, and holidays, if necessary.
- ☐ Requires the ability to lift and carry up to 35 pounds (lbs.) at a time.

TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE EQUALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE

CLOSING DATE: Wednesday, December 6, 2023.

APPLY ONLINE: <https://www.colvilletribes.com/human-resources>

SUBMIT GAMING LICENSE APPLICATION: Colville Tribal Gaming Commission, 729 Jackson Street, PO Box 1647, Omak, WA 98841

For more information or a copy of the job description contact the Colville Tribal Gaming Commission at (509) 422-7716 or email dannise.davisson@colvilletribes.com.