

STRENGTH
PEACE
UNITY

Mohawk Council of Kahnawake



P.O. Box 720
Kahnawake Mohawk Territory J0L 1B0

'Isi Nīkaió 'tenfiseró:tens Ne Onkweshón:'a Rotiió'tens

HUMAN RESOURCES UNIT

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Website: www.kahnawake.com

Job Title:	INSPECTOR – EGD COMPLIANCE
Division:	Kahnawà:ke Gaming Commission
Reports To:	Kahnawà:ke Gaming Commission Coordinator
Name of Incumbent:	TBD
Purpose:	In accord with the existing KGC Regulations and the Kahnawà:ke Gaming Law, performs specific field and office work involved with investigating compliance with gaming statutes, regulations and internal controls standards governing the operation of Electronic Gaming Devices (EGD) and other related gaming equipment.
Cultural Identity Attributes:	A logical, systematic individual working in a specialized and/or technical area of business that enjoys challenging situations and has a strong desire to achieve results. Is analytical, accurate, shrewd, self-reliant, inquisitive and a self-starter. A firm and assertive style. Possesses a high degree of integrity.
Roles & Responsibilities	
<p>Observe EGD operations to ensure all regulations are being followed</p> <ul style="list-style-type: none"> • Observe drops to ensure that drop boxes are being transported safely • Inspection of gaming equipment • Place gaming seals on approved EGD machines • Obtain working knowledge of EGD permit holder's personnel responsibilities and maintain professional working relationships with those individuals • Monitor, document, and report internal control compliance • Remain informed of current and emerging issues at EGD locations • Develop and maintain detailed and current knowledge of gaming compliance and enforcement activities • Complete all compliance and enforcement work and reports with the maximum amount of proficiency, effort, and accuracy • Comply with all audit program tasks as assigned by the KGC Coordinator • Receive and process public grievances and disputes • To provide direction to permit holders on how to ensure compliance with the Commission's regulations; 	

Conducts inspections and testing of all EGDs and related equipment in order to determine if equipment is operating properly in accordance with regulatory requirements.

- Prepares reports and make inspections as required. Performs special inspections as circumstances warrant
- Analyze data obtained during the course of an inspection or investigation for irregularities which may result in a malfunction.
- Prepare reports detailing the conduct of assigned inspections and investigations and summarize findings.
- Participate in surveillance inspections and seizures of faulty or illegal EGDs.
- With the assistance of a supervisor makes contact with EGD manufacturers, EGD casino managers and approved outside testing vendors regarding specifications, modifications and approvals.
- Communicates with KGC Compliance Department regarding any serious incidents and the parties involved.
- Must be present when gaming machines are being repaired during an Inspectors shift.
- Familiarizes oneself with the policies and procedures of all departments in the gaming facility, their members, member's duties and departmental chain of command.
- Maintain possession and control of casino slot machine computer board access keys and tamper proof tape.
- Observe and document slot machine logic board access; and provide forms for the release and receipt of computer chips (EPROM).
- Review and audit internal control systems to verify that:
 - Records are accurate and reliable
 - Assets are safeguarded
 - Access is controlled.
 - Action is taken for any discrepancies.

The statements herein reflect general details to describe the principle functions for this job, and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.

Decision Making Authority:

- Determines the most effective methods of enforcing and monitoring compliance of license holders to the Commission's laws and regulations;
- Decides on the method to reinforce understanding and adherence to policies of the Commission's regulations
- Decides on methods of enforcing adherence and compliance;

- Decides on the most effective method to present findings to the Commission and stakeholders;

Accountability

- Ensure strict compliance with all applicable Commission policies, directives, administrative rules, and regulations
- To maintain accurate and up to date files on all clients;
- To provide appropriate level and quality of service to internal and external clients;
- To build a solid rapport with permit and license holders while maintaining confidentiality;
- Ensuring the continuous improvement of the organization;
- Conducting business with internal and external clients in a tactful, discrete and courteous manner;
- Maintaining confidentiality;
- Adhering to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language Initiatives.

Education & Experience

- Bachelor's Degree in Business Technology Management or related field, plus three (3) years relevant experience;

OR

- DEC in Commerce or Computer Science Technology or related field, plus five (5) years relevant experience

OR

- HIGH SCHOOL DIPLOMA, plus ten (10) years relevant experience.

AND

Completed MCK John Molson School of Business Program or equivalent

Specific Skill Sets

- Considerable knowledge of computers, video technology and computer-related devices.
- Basic knowledge of programming languages.
- Basic knowledge of electrical/electronic/microprocessor control Systems
- Ability to use electronic test gaming equipment.
- Ability to cooperate with EGD operator representative.
- Ability to assist with training of entry level Compliance Officers as necessary.
- Ability to work effectively with co-workers, subordinates, EGD operator employees and superiors.
- Ability to maintain essential records and files.

Working Environment

- Maintains a flexible work schedule to meet the demands of Executive Management
- Occasional overtime may be required
- 37.5 hour/week;
- Moderate travel;
- Considerable stress and productivity pressure associated with managing multiple projects

Competencies

Self-Management	Client & Team Relations	Quality Decision Making	Professional Capacity	Communication	
TBD	TBD	TBD	TBD	TBD	
Adaptability	Planning and Organizational Knowledge	Leadership	Language & Culture		
TBD	TBD	TBD	TBD		

Commitment Statement

I serve my community with its best interest in mind by supporting and encouraging creative, critical and resourceful thinking, accepting and nurturing new ideas and approaches and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

Employee’s Signature: _____

Supervisor’s Signature: _____

Performance Management & Compensation Coordinator: _____