

541-429-7180



HumanResources@ctuir.org



46411 Timíne Way  
Office of Human Resources  
Pendleton, OR 97801

## **POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

<b>POSITION TITLE:</b>	Assistant Gaming Inspector
<b>SALARY:</b>	Pay Range: 10 \$59,519.88 to \$71,362.68 annually DOE/DOQ
<b>DEPARTMENT:</b>	Gaming Commission
<b>LOCATION:</b>	Wildhorse Resort & Casino / CTUIR Governance Center
<b>EMPLOYMENT STATUS:</b>	Full Time with benefits package Exempt
<b>SUPERVISED BY:</b>	Gaming Inspector & Lead Inspector
<b>OPENING DATE:</b>	July 11, 2025
<b>CLOSING DATE:</b>	July 28,2025

### **CTUIR MISSION STATEMENT**

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

### **GENERAL STATEMENT OF DUTIES**

This individual will be responsible for the inspection and regulation of all gaming conducted at the Confederated Tribes of the Umatilla Indian Reservation's Wildhorse Resort Casino (WRC), as authorized under the National Indian Gaming Commission (NIGC), the Indian Gaming Regulatory Act (IGRA), the CTUIR Gaming Code and the Tribal/State Compact. Individual will be responsible for the comprehensive regulation component in the system of checks and balances needed to ensure the integrity of the games and to protect the interests of the Tribes.

## **EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES**

1. Assist in the oversight of all CTUIR tribal gaming operations to assure the integrity of Wildhorse Resort Casino. Assists in coordinating the functions of the Tribal Gaming Commission with the Oregon State Police, the National Indian Gaming Commission and with other federal, tribal, state and local agencies as directed.
2. Conduct and write reports on investigations, perform office duties as required.
3. Recognize irregularities or weaknesses to the CTUIR/WRC Internal Controls and submit suggestions to correct them.
4. Shall report to the Tribal Gaming Commission and Gaming Inspector any failure by the Wildhorse Resort Casino to comply with any of the provisions of the National Indian Gaming Commission's Federal Minimum Internal Control Standards, Tribal State Compact, the Gaming Code, Gaming Regulations, Internal Controls and any other applicable laws and ordinances.
5. Shall protect the public interest in the integrity of gaming activities and prevent improper or unlawful conduct in the course of such Wildhorse Resort Casino activities.
6. Shall be responsible to assist in the implementation of the established procedures in place for the protection, public safety and physical security of patrons in the Wildhorse Resort Casino.
7. Shall receive on behalf of the Tribal Gaming Commission, any complaint from an employee of the Wildhorse Resort Casino or any member of the public who is or claims to be adversely affected by an act or omission of the Wildhorse Resort Casino, which is asserted to violate the Tribal/State Compact or Gaming Code.
8. Shall be responsible, as directed, for the coordination, conduct, testing and reporting of regulatory compliance audits of the Wildhorse Resort Casino.
9. Shall be responsible, upon request of the Tribal Gaming Commission Chairman or Gaming Inspector, for conducting preliminary investigation and recommendation to the Tribal Gaming Commission with respect to the grant or denial of any license, the imposition of any penalty, the investigation of any complaint, the investigation of any compliance violation, or any other action within the jurisdiction of the Tribal Gaming Commission.
10. Shall conduct, when directed by the Tribal Gaming Commission, any hearing, investigation or inquiry, compel the production of any information or documents and exercise the investigatory powers of the Tribal Gaming Commission.
11. Other duties as assigned by the Gaming Inspector or Lead Inspector.
12. Must have reliable transportation to work, and meet Tribal insurance requirements.
13. Tests will be administered immediately following interview appointment.
14. Applicant will be subject to a (90) day probation period where a final assessment/evaluation will be conducted once time period has concluded.

**SUPERVISORY AUTHORITY:** N/A

**SIGNATORY AUTHORITY:** N/A

### **ACCESS TO SENSITIVE AREAS:**

"Notice to Applicants: Please be advised that all Gaming Commission employees are prohibited from consuming alcohol at any entity of Wildhorse Resort & Casino and from gambling at

All areas of the casino operation, access to Gaming Commission administrative office.

**REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)**

1. Must have a High School Diploma or GED with a minimum of four (4) years Class II or Class III casino or gaming regulatory experience, within seven (7) years from the date of this announcement.
2. Must have a demonstrated understanding and knowledge of the Indian Gaming Regulatory Act.
3. Must have a demonstrated understanding and knowledge of the CTUIR Tribal/State Compact processes, NIGC Federal Minimum Internal Control Standards, CTUIR Gaming Code and the Wildhorse Resort Casino Internal Controls.
4. Must have a demonstrated understanding of Casino surveillance and security operations.
5. Assistant Gaming Inspector must apply for and pass certification and background investigations as required by the Tribal Gaming Commission.
6. **Individual must practice strict confidentiality.**
7. Individual must be able to conduct him/herself in a professional manner at all times.
8. Individual must have good communication skills, both verbal and written.
9. Must have a demonstrated ability to work well with a diverse group of people.
10. Preference will be given to those who have work experience with a regulatory or auditing background.
11. Must be able to demonstrate the ability to review complex and detailed material, arrive at supportive decisions and carry out specific assignments within a specified period of time.
12. Must be able to formulate and present highly technical information.
13. Must have a demonstrated ability to work with computers.
14. Must have reliable transportation to work, and meet Tribal Insurance requirements.
15. Must be willing to attend and participate in training seminars, which will require travel.
16. Must be available to work all shifts, weekends and holidays, as required.
17. Must be able to comprehend and complete training in casino table games.
18. A skills test will be administered prior to or immediately following the interview.

**PHYSICAL DEMANDS:**

1. Must be able to sit for long periods at a computer using keyboard and mouse.
2. Must be able to lift items up to 50 pounds over shoulder height (tablegames card inventory shipment delivery, storage and transfer responsibility)
3. Must be able to lift and carry items up to 10 pounds (card exchange)
4. Must be able to stand for long periods of time.
5. Must be able to sit for long periods in automobiles and airplanes while traveling.
6. Must be able to competently operate a drill press (card/dice canceling).
7. Must be able to work in a smoking environment.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

## **SELECTION PROCESS:**

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

## **DRUG FREE WORKPLACE:**

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

## **APPLICATION DEADLINE:**

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

**It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.**

Applicant Signature

Date

**REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:**

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

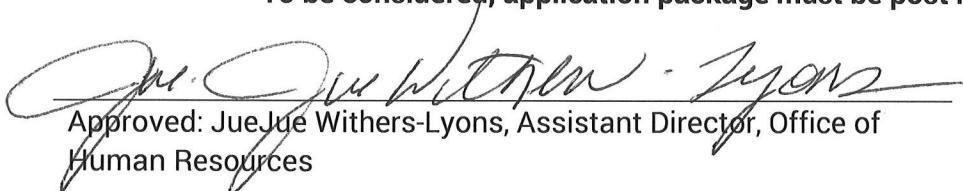
**APPLICANT RESPONSIBILITY**

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

**OBTAIN AND SUBMIT APPLICATION TO:**

Confederated Tribes of the Umatilla Indian Reservation  
Office of Human Resources  
Staffing and Onboarding  
46411 Timine Way  
Pendleton, OR. 97801  
Phone: (541) 276-3570 or Fax: (541)276-9060

**To be considered, application package must be post marked by the closing date.**

  
Approved: Jue Jue Withers-Lyons, Assistant Director, Office of  
Human Resources

7/10/2025  
Date

**Applicant Review and Acknowledgement**

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date