

**WASHINGTON STATE GAMBLING COMMISSION
EXEMPT JOB DESCRIPTION**

JOB TITLE: **GAMBLING SPECIAL AGENT 1**

SALARY RANGE: 44

SCOPE OF JOB:

This position is designated as a training or entry-level position lasting for a period of up to 18 months. Completion of the Basic Law Enforcement Academy and in-house firearms/defensive tactics are required within this time frame. Agents generally work with a lead worker or supervisor while performing the duties of a Special Agent 1, although they will perform some duties independently. Duties include beginning level regulatory assignments involving operational inspections, records and financial inspections/investigations, high level audits, intelligence gathering, and covert investigative duties in the region or unit to which assigned.

NOTE: Pursuant to RCW 9.46.080, this position shall be exempt from the provisions of Chapter 41.06.RCW.

EXPECTATIONS:

Become familiar with WAC 230-30, pertaining to rules and regulations of gambling. Gain understanding of agency policies and procedures. Assimilate available materials to gain the knowledge and skills needed to advance to a Special Agent.

Trainees learn to perform standardized tasks and receive progressive assignments in one or more of the following areas:

Financial Investigations Unit: Plan, organize and conduct pre-licensing investigation of nonprofit and/or commercial entities using independent examination, evaluation, and analysis. Perform investigation to detect hidden ownership and determine funds sources or undisclosed associations. Demonstrate the ability to review nonprofit organizations to determine compliance with applicable net return, program/administrative expenditures, and distill these findings into reports that are presented to the Commission. Develop and maintain rapport with tribal governments and law enforcement agencies.

NOTE: Special Agents in the Financial Investigations Unit are Financial Investigators, and are not required to carry a weapon, participate in the agency firearms training, or attend the Basic Law Enforcement Academy.

Special Investigations Unit. Prepare and serve a search warrant. Perform undercover operations requiring infiltration or participation in illegal gambling activities. Develop, manage, and maintain a good rapport with confidential informants, and maintain confidentiality of information. Perform as a member of a tactical entry team.

Criminal Intelligence Unit: Collect, evaluate, collate, and analyze criminal intelligence information and present findings and conclusion to appropriate management staff along with recommendations. Possess the ability to establish information-sharing relationships with other law enforcement agencies and personnel. This position requires five years investigative experience and/or membership in the Society of Certified Criminal Analysts. Successful completion of the following training: Analytical Investigation Methods, Criminal Intelligence Analysis, and California DOJ Intelligence officer training course. Analysis training and advance skills/understanding of computer systems, software, and networks.

Tribal Gaming Unit: Knowledge and competency of authorized table games and related operations, including the ability to recognize and investigate criminal gaming (fraud and cheating) cases. Knowledge and understanding of federal gaming regulations and Class 1, Class II, and Class III activities, with a special focus on Class III activities as it relates to state/tribal compacts. Utilize the tools necessary (programs and/or checklists) to assure that key regulatory concerns are regularly and equitably reviewed and addressed at each facility. Develop and maintain rapport with tribal governments and their representatives. Work cooperatively and as partners with Tribal Gaming Agencies in the oversight and enforcement of compact requirements.

Field Operations Division: Perform inspections of the operations of gambling activities to determine compliance with applicable RCW and WAC rules. Review internal control systems established by licensees to determine compliance with operating policies and procedures. Review and evaluate record keeping systems to determine compliance with RCW and WAC rules, demonstrated by completion of records and/or financial inspections (completion of Field Training and Evaluation Program – Phase III).

Other Duties: Participate as a team member and assist in

- Conducting distributor and manufacturer audits.
- Conducting Program Reviews.
- Conducting structured informational programs and mandatory training to civic groups, local law enforcement, and new licensees.
- Provide security at Commission meetings.

NOTE: Pursuant to RCW 9.46.210, this position, under the supervision of the Commission, shall have the following powers:

1. To enforce the penal provisions of Chapter 218, Laws of 1973 1st ex.sess. and as amended;
2. To apply for and execute all warrants and serve process of law issued by the courts in enforcing the penal provisions of this state relating to the conduct of, or participation in, gambling activities;
3. To arrest without a warrant; and
4. To perform undercover investigations.

DESIRABLE QUALIFICATIONS:

Bachelor degree involving major study in criminal justice, accounting or finance, public or business administration or closely related field.