



EXEMPT RECRUITMENT ANNOUNCEMENT

Gambling Special Agent Tribal & Technical Gambling Division

Salary:	Gambling Special Agent 1 In-Training - \$3,213 to \$3,819 per month (Range 44)
Recruitment Number:	09-EMS-22
Location:	King or Kitsap County
Opens:	November 9, 2009
Closes:	November 30, 2009 @ 5:00 p.m. Physical Ability Test - December 5th

This recruitment will be used to fill this position only. Applications will be reviewed upon receipt. The hiring authority reserves the right and may exercise the option to make a hiring decision at any time. It will be to the applicant's advantage to submit materials as soon as possible

The Washington State Gambling Commission (WSGC) is seeking qualified candidates to fill a Gambling Special Agent position in our Tribal Gaming Unit.

The Gambling Special Agent 1 In-Training is an entry level position. Advancement to a full Gambling Special Agent is achieved upon successful completion of the training components.

This **full-time civil service exempt** position is responsible for working as partners with Tribal Gaming Agencies from Tribal Casinos to determine compliance with applicable laws and Tribal-State Compacts. Perform in-depth financial records inspections and investigations. Review and evaluate record keeping and internal control systems established by tribal casinos to determine compliance. Conduct criminal investigations. Participate as an instructor in New Agent Training.

If hired, you will be expected to effectively make periodic visits to tribal casinos throughout the state at varied hours although you will have an assigned geographic area within the state. Be capable of making appropriate criminal and administrative actions. Work primarily alone and occasionally in teams.

ABOUT WSGC

Created by the state Legislature in 1973, the Washington State Gambling Commission is a law enforcement, licensing and regulatory agency. The WSGC is a non-appropriated agency funded through licensing and regulatory fees paid by licensees and tribal governments.

OUR MISSION – Protect the public by ensuring gambling is legal and honest.

OUR VISION – We will maintain confidence by:

- Conducting a fair and effective gambling regulatory and enforcement program

- Investigate illegal activities
- Building positive partnerships and relationships
- Providing a workplace that allows employees to excel at their jobs
- Anticipating and responding to the evolving gambling industry

OUR VALUES – Integrity, Professionalism, Respect and Diversity.

To learn more about our agency, we invite you to visit our website at <http://www.wsgc.wa.gov>.

BENEFITS

The state of Washington offers a comprehensive, competitive benefits package to match the needs of its diverse workforce, including:

- Medical, dental, and vision insurance, as well as basic life and long term disability insurance plans for employees and their family. Additional insurance coverage is available at special group rates.
- Leave benefits include 12-22 days of vacation per year; 11 paid holidays, and 12 days of paid sick leave per year.
- A state retirement plan, as well as a Deferred Compensation program for tax-deferred retirement investment.

In addition, Gambling Special Agents have the following benefits:

- Agency furnished equipment, including a vehicle and firearm.
- Flexible work schedule of 160 hours within a 28-day work period.
- Paid law enforcement training and broad developmental opportunities, including a tuition reimbursement program and veteran's on-the-job training program.

CONDITIONS OF EMPLOYMENT

A Gambling Special Agent is a commissioned law enforcement officer of the state of Washington and must have the highest level of integrity and ethical conduct. **Gambling Special Agents must meet ALL of the following:**

- Be a United States citizen
- Posses a driver's license valid in Washington State
- No felony convictions
- No misdemeanor convictions related to controlled substances, theft, moral turpitude, fraud, larceny, or crimes of violence within the last five years
- Not convicted of any crime associated with domestic violence
- No DUI convictions within the last three years, or a substantial accumulation of driving violations which indicates a disregard for rules and regulations
- No use or possession of illegal narcotics or controlled substances:
 - Drug Free – No use of any drugs within the three year period immediately preceding appointment

- Marijuana – No use within the three year period immediately preceding appointment and use limited to experimentation
- Amphetamines, Cocaine, and Opiates – No use within the five year period immediately preceding appointment and use limited to experimentation
- Hallucinogens – No use within the ten year period immediately preceding appointment and use limited to experimentation
- Refrain from excessive alcohol consumption
- Be able to legally acquire and possess firearms and ammunition
- Be willing and able to make an arrest and handle suspected violators
- Be willing and able to carry and use a firearm in a safe and appropriate manner, and maintain firearm qualification standards
- Successfully complete the Washington State Criminal Justice Training Commission Basic Law Enforcement Academy (CJTC BLEA) within the first 18 months of employment*
- Successfully complete the Gambling Commission's Use of Force training program within the first 45 days of employment
- Adhere to agency policy of prohibiting employees from serving as officers or managers of any corporation or organization that conducts a lottery or gambling activity, including tribal gambling activities. Employees may not gamble in tribal gambling activities or any gambling licensed activities.
- Pass a pre-hire [Physical Ability Test](#)
- Be willing to undergo and able to pass an extensive background investigation, which includes a criminal records check, credit check, and fingerprinting.
- Be willing to undergo a post offer polygraph examination and psychological evaluation

**Note: The requirement for the Washington State CJTC BLEA must be met either prior to employment or within 18 months after beginning employment. If commissioned before employment, applicant must not have had a break in law enforcement employment for more than two years at the time of appointment. Applicants requesting equivalency based upon attaining basic law enforcement certification through another state's academy will be reviewed by the Washington State CJTC. Upon approval, the applicant will be required to successfully complete the Equivalency Academy with 18 months. Reserve academies will not substitute for either above.*

REQUIRED QUALIFICATIONS

- A Bachelor's degree involving major study in criminal justice, accounting, information technology or closely related field.
- Related experience in auditing, accounting, law enforcement, regulatory, fraud or investigations.
- The core competencies for all Gambling Commission employees are Communication, Relationship Building and Influence, Customer Focus, Ethics and Integrity, Diversity, Accountability, and Initiative.
- Gambling Special Agents must also have the following competencies: Analysis and Judgment, Adaptability and Flexibility, and Tact and Diplomacy.

DESIRABLE QUALIFICATIONS

- Information technology experience working on or with computerized network systems. A+, Network + and/or Security + certifications.
- Compact knowledge including, but not limited to one new agent training session provided by the Tribal Gaming Unit.
- Government to Government Relations class offered by the Governor's Office of Indian Affairs.
- Conveys ideas and facts orally and in writing using language the audience will best understand. (Oral & Written Communication)
- Examines data to grasp issues, draw conclusions, and solve problems. (Analytical Ability)
- Makes timely, informed decisions that take into account the facts, goals, constraints, and risks. (Decision Making/Judgment)
- Earns others' trust and respect through consistent honesty and professionalism in all interactions. (Ethics & Integrity)
- Diplomatically handles challenging or tense interpersonal situations. (Tact & Diplomacy)
- Adapts to changing business needs, conditions, and work responsibilities. (Adaptability & Flexibility)
- Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight. (Accountability & Dependability)
- Manages own time, priorities, and resources to achieve goals. (Self Management)
- Effectively uses hardware and software tools and efficiently adapt to new technologies. (Information Technology)
- Builds and maintains customer satisfaction with the products and services offered by the organization. (Customer Focus)
- Displays an ongoing commitment to learning and self-improvement. (Development & Continual Learning)
- Focuses on results and desired outcomes and how better to achieve them. Gets the job done. (Results Focus & Initiative)
- Manages own time, priorities, and resources to achieve goals. (Self Management)
- Influences others to be excited and committed to furthering the organization's objectives. (Influencing Others)
- Builds constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect. (Relationship Building)
- Helps create a work environment that embraces and appreciates diversity. (Valuing Diversity)
- Enforces governmental laws, rules, and regulations, and initiates enforcement actions in a way that the public perceives as fair, objective, and reasonable. (Enforcing Laws, Rules & Regulations)
- Formally delivers information to groups. (Training and Presenting Information)
- Uses knowledge of the organizational and political climate to solve problems and accomplish goals. (Organizational & Political Savvy)

HOW TO APPLY

E-mail is the preferred method of submitting application materials and will be used as the primary method of communication throughout this process. E-mail application materials to: ChristieH@wsgc.wa.gov with a subject line of **09-EMS-22**

Candidates must submit all requested materials in order to be considered. It is the applicant's responsibility to ensure the packet is received.

You are invited to apply for this position by submitting all of the following application materials:

- A cover letter (no more than two pages) describing your skills and experience as they relate to the Required and Desirable Qualifications outlined in this announcement;
- A [Washington State Gambling Commission Employment Application](#);
- A list of three references, including one supervisor, with current telephone numbers and addresses.
- A copy of college transcripts if you indicated you possess a degree.

Incomplete application packages will not be considered and will disqualify the applicant from the selection process.

Note: The act of submitting application materials is considered affirmation that the information provided is complete and truthful. You understand that the state may verify information. **Electronic applications do not require a signature.** When submitted electronically, you are confirming that all information is true and complete.

If e-mail is not possible, please mail or fax requested materials to the following:

Christie Harris
Washington State Gambling Commission
Human Resources & Training Division
P.O. Box 42400
Olympia, Washington 98504-2400
Fax: (360) 486-3624

If you have questions, please contact Ms. Harris at (360) 486-3459.

The Washington State Gambling Commission is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application process, or those needing this announcement in an alternate format may call the Human Resources & Training Division at (360) 486-3459 or (360) 486-3637 (voice/TDD).