

## **Technology Division Duties and Requirements**

### **The Gaming Control Board is an Equal Opportunity Employer**

The following is a summary of the requirements, conditions, and duties of an Electronics Lab Engineer, Senior Agent, and Electronics Lab Technician with the Nevada Gaming Control Board (Board). Additionally, information regarding how to apply for a position with the Board is included.

#### **POSITION DESCRIPTIONS:**

##### **Electronics Lab Engineer**

An Electronics Lab Engineer is responsible for evaluating gaming devices, gaming associated equipment, and modifications thereto for regulatory compliance; performing forensic analysis in the investigation of patron complaint, dispute, or criminal allegations; analyzing technology as it relates to the gaming industry for suitability; and performing related work as assigned.

##### **Senior Agent**

A Senior Agent is responsible for evaluating gaming devices, gaming associated equipment, and modifications thereto for regulatory compliance; performing and reviewing audit and accounting information to assess regulatory compliance using knowledge of data processing, accounting, auditing, networking, and other contemporary information technology techniques; and performing related work as assigned

##### **Electronic Lab Technician**

An Electronics Lab Technician is responsible for performing gaming device and gaming associated equipment verification services in the State of Nevada; assist in the maintenance of the Board's gaming device and gaming associated equipment image repository; investigate patron complaints and disputes; and performing related work as assigned.

#### **QUALIFICATIONS:**

##### **Electronics Lab Engineer**

Graduation from an accredited college or university with a Bachelor's degree in electrical engineering, computer engineering, computer science, or mathematics;

Three years of progressively responsible experience in a field related to engineering, networking, computer science, statistics or mathematics, or gaming.

##### **Senior Agent**

Graduation from an accredited college or university with a Bachelor's degree in, accounting or business administration with additional class work in information technology related and two to five years of experience in information systems auditing.

Two years of experience in an information systems, accounting or auditing in a financial analysis environment.

##### **Electronic Lab Technician**

An Associate's degree or equivalent in Electronics or similar field.

#### **TYPICAL DUTIES:**

**(The following is used as a partial description and is not restrictive as to duties required.)**

### **Electronics Lab Engineer**

- Assess gaming devices and gaming associated equipment for regulatory compliance and integrity
- Assess requests to modify gaming device and gaming associated equipment for accuracy, completeness, compliance with state regulations, and appropriateness of theme and method of play
- Conduct statistical analysis of gambling games, gaming devices, and gaming associated equipment
- Write computer programs to perform various computations and simulations of gambling games and gaming products
- Review conceptual material related to gaming technology for regulatory compliance
- Conduct research on existing and emergent technology for potential suitability for use in gaming applications
- Monitor field trials of gaming devices and gaming associated equipment
- Provide preliminary evaluation of unidentified or disapproved gaming applications discovered during the field inspection process
- Conduct gaming device and gaming associated equipment verification procedures at gaming licensees
- Monitor gaming and technology trends and make recommendations to the Technical Standards for Gaming Devices and Gaming Associated Equipment and regulations of the Nevada Gaming Commission as appropriate
- Conduct data acquisition for applications for licensure to support investigative process
- Represent the Technology Division or Gaming Control Board as an expert witness on matters related to gaming technology
- Assist in the seizure of electronic equipment suspected of use in illegal activities
- Perform forensic analysis of patron complaints and disputes relative to gaming devices, gambling games, and gaming associated equipment
- Perform forensic analysis of cheating incidents relative to gaming devices, gambling games, and gaming associated equipment

### **Senior Agent**

- Assess gaming devices and gaming associated equipment for regulatory compliance and integrity
- Tracks, monitors and processes applications for associated equipment and gaming device approvals
- Performs the walk-through of associated equipment and gaming devices licensee installations
- Composes trial procedure letters for associated equipment and gaming devices
- Composes final approval letters for associated equipment and gaming devices
- Advises Technology Division personnel on associated equipment and gaming devices matters related to the performance of associated equipment and gaming devices audits
- Conducts initial consultations with associated equipment and gaming devices manufacturers
- Reviews gaming device and gaming associated equipment installations for regulatory compliance
- Reviews gaming technology and concepts and provides input on how the technology or concept meets the Nevada regulatory structure
- Provides direction to the gaming industry on gaming associated equipment and the associated equipment approval process
- Understand and apply the Nevada regulatory structure for gaming devices, associated equipment, and conduct of gaming
- Participate in developing guidelines, testing procedures, checklists, and standards for new types of gaming devices and gaming associated equipment
- Provide support to other Board Divisions as it relates to approved gaming devices and associated equipment as well as technology used in conjunction with gaming
- Oversee and monitor field trials of associated equipment and provide recommendations to Technology Division management upon conclusion
- Perform any other functions or projects as deemed necessary by the Technology Division Chief, Lab Manager, Sr. Engineer, or IT Audit Supervisor

## **Electronic Lab Technician**

- Conduct gaming device and gaming associated equipment integrity verification services at Nevada gaming licensees
- Maintain a database of approved gaming device and gaming associated equipment programs
- Evaluate and document gaming devices and gaming associated equipment listed in customer complaints for proper function
- Investigate and document alleged cheating incidents involving gaming devices and gaming associated equipment
- Provide preliminary evaluation of unknown gaming applications discovered in the field inspection process
- Configure gaming device and gaming associated equipment in the Technology Division for testing and evaluation

## **ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

**(Applicants will be screened for possession of these through written, oral, performance, or other evaluation procedures.)**

### **Electronics Lab Engineer**

- General knowledge of electronics, computer, database, and networking fundamentals
- General knowledge of statistics and probability
- Ability to program in at least one high level programming language such as Java or C/C++
- Ability to communicate effectively both verbally and in writing
- General knowledge of Microsoft Office fundamentals
- Ability to establish and maintain effective working relationships with staff, gaming licensees, and the general public
- Ability to handle multiple priorities
- Ability to work both as a member of a team and independently, with supervision appropriate to their experience level and the degree of difficulty of the assignment
- General knowledge of Microsoft Office fundamentals

### **Senior Agent**

- General knowledge of accounting and auditing, including generally accepted auditing standards and generally accepted accounting principles
- Ability to establish and maintain effective working relationships with staff, gaming licensees, and the general public
- Ability to handle multiple priorities
- Ability to communicate effectively both verbally and in writing
- Ability to work both as a member of a team and independently, with supervision appropriate to their experience level and the degree of difficulty of the assignment
- General knowledge of Microsoft Office fundamentals

## **Electronic Lab Technician**

- General knowledge of electronics, computer, and networking fundamentals;
- Ability to establish and maintain effective working relationships with staff, gaming licensees, and the general public
- Ability to work both as a member of a team and independently, with supervision appropriate to their experience level and the degree of difficulty of the assignment
- Ability to communicate effectively both verbally and in writing
- General knowledge of Microsoft Office fundamentals

## **BACKGROUND INVESTIGATION**

A background investigation will be conducted in order to verify the accuracy and completeness of statements contained on the application and to obtain information relevant to predicting successful performance as a Board employee.

All applicants who do not pass the background investigation will be removed from all Gaming Control Board eligible lists.

**SALARY RANGE:**

Call the Board's Human Resources section for current salary information (775) 684-7704.

**BENEFITS:**

Paid medical, dental, vision care, life and disability insurance program; eleven paid holidays a year; three weeks of annual leave; three weeks of sick leave (no limit on accrual); State retirement system (PERS); a tax sheltered deferred compensation plan available. State employees do not contribute to Social Security, but a Medicare deduction is required. Long term employees enjoy additional benefits.

**TRAINING:**

On-the-job training; Review of work product; Interdivision seminars; and attendance at outside agency courses concentrating in the areas of technology and forensic techniques.

**CONDITIONS:**

All agents are on call 24 hours per day, and are expected, at times, to work days and hours outside the normal workweek.

All Gaming Control Board employees shall follow all conditions of employment as stated in the Gaming Control Board's Personnel Manual.

**LOCATION OF EMPLOYMENT:**

The Technology Division currently has permanent offices in Carson City and Las Vegas; however, travel throughout Nevada, the United States and foreign countries may be required.

**DUTIES AND REQUIREMENTS INFORMATION NOT A CONTRACT:**

This duties and requirements information sheet is not a contract of employment. Even though an applicant might successfully pass the examination process and comply and complete the background investigation, there is no guarantee the applicant will be hired by the Gaming Control Board.

**IMMIGRATION REQUIREMENT:**

It is the policy of the State of Nevada and the State Gaming Control Board to employ only U.S. citizens and aliens lawfully authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, successful applicants will be required to show proof of their legal right to work in the United States within three working days of their appointment to any position with the Control Board.

**EEQ**

The Nevada Gaming Control Board is an equal opportunity employer.

**How to apply**

All applicants who meet the minimum qualifications are eligible to apply for this position and may do so by  
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completing an application on the Nevada Gaming Control Board website @ [www.gaming.nv.gov](http://www.gaming.nv.gov).

Only applications submitted through the website will be accepted