

## **Enforcement 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 Enforcement Agent with the Nevada Gaming Control Board. Additionally, information regarding how to apply for a position with the Board is included.

#### **POSITION DESCRIPTION:**

Under immediate or general supervision, receives training and conducts criminal, regulatory and intelligence investigations in compliance with NRS 462, 463, 464, 465, 466, 205 and applicable regulations; collects, analyzes, and documents the information obtained; prepares comprehensive reports for the distribution and use of the Nevada Gaming Control Board, the Nevada Gaming Commission and other authorized agencies; investigates disputes involving gaming activities; ensures regulatory compliance by gaming licensees; develops and operates informants; provides instruction and on the job training to new agents; may act as a first-line supervisor of subordinates; completes assigned special projects and administrative duties; and performs related work as required.

#### **QUALIFICATIONS:**

Graduation from an accredited college or university with a Bachelor's degree in business administration, public administration, administration of justice, economics, finance, accounting, pre-law, computer science, criminal justice or other applicable degree; or

An equivalent combination of education and investigative experience involving white collar crime, narcotics trafficking or money laundering, organized crime, intelligence collection, fraud or closely related experience and/or professional level experience in the areas of: accounting, auditing, legal research, business or public administration in a related area or closely related field.

Both education and experience can be substituted on a year for year basis.

#### **Professional Requirements:**

Be a United States Citizen

Be a minimum of 21 years of age

Possess and maintain a valid Nevada driver's license

Not have any felony convictions

Not have any misdemeanor convictions related to controlled substances, theft, moral turpitude, fraud, larceny, or crimes of violence within the last five years

Not have been convicted of any crime associated with domestic violence

Not have a DUI conviction within the last five years, or a substantial accumulation of driving violations, indicating disregard for rules and regulations

Not use or possess illegal narcotics or controlled substances

Successfully complete a background investigation, including personal history, criminal history, driving record, credit rating, and employment references

Be required to undergo post offer mandatory drug testing prior to appointment.

Be able to pass a post-offer medical examination by a licensed physician

Be able to successfully complete a post-offer polygraph examination and psychological evaluation

Meet the physical fitness requirements established by Peace Officers' Standards and Training

Be able to obtain certification as a Category I Peace Officer in Nevada within one year of employment

Successfully complete the Board's Gaming Academy and the Field Training Program

Adhere to the Board's policy prohibiting an employee from gambling or playing any licensed game or gaming device within the State of Nevada

Be willing and able to qualify, carry and use Board issued, or authorized, firearms in a safe and appropriate manner, and maintain firearm qualification standards as a condition of employment

Not have any beliefs and/or foundations, interfering with the performance of the required duties of a sworn peace officer including, but not limited to, the justified use of deadly force

**TYPICAL DUTIES:**

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

Conducts detailed and complex criminal, regulatory, administrative and background investigations in compliance with the regulations and statutes as related to gaming in Nevada;

Investigates public and industry complaints, grievances, disputes or other incidents involving licensed gaming or related matters;

Collects intelligence information regarding criminals and criminally oriented persons, the activity of individuals engaged in organized crime and other activity relating to gaming in Nevada;

Interviews witnesses/complainants, interrogate suspects, conducts covert surveillance, and obtains information from confidential informants through appropriate recruitment, development, maintenance and control of said informants and other cooperating individuals;

Conducts inspections of gaming licensee surveillance systems, inspects various gaming devices including slot machines, cards, dice and seizes items if necessary;

Provides assistance to other jurisdictions in gaming-related matters and cooperates with other law enforcement agencies in the exchange of information as appropriate;

Greets and responds personally, telephonically and in writing to the questions of members of the general public and the gaming industry concerning gaming related matters;

Receives new and updated training on a variety of topics including licensed games, cheating techniques, investigation of disputes, defensive tactics, arrest techniques, Nevada criminal law, detention, arrest and transport of criminal violators, firearms use and safety.

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

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

Ability to read, learn, interpret and apply criminal statutes, regulations, policies, and procedures pertaining to gaming enforcement;

Ability to learn investigative techniques, principles and procedures; and establish rapport and gain trust of others;

Ability to meet and cope with unusual demands, stressful situations and a heavy workload; and to prioritize assignments to complete work in a timely manner under pressures of deadlines;

Ability to operate state vehicles in a safe manner;

Ability to effectively communicate orally and in writing;

Ability to learn the operation of gaming establishments and understand the casino games and devices and methods used to cheat games and devices;

Ability to safely handle division issued weapons and qualify according to Board policy and Peace Officer Standards and Training requirements;

Ability to recognize serious and/or emergency situations, analyze the options and take appropriate action.

**SALARY RANGE:**

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

**BENEFITS:**

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.

**CONDITIONS:**

All agents are required to work shifts including odd hours, weekends, and holidays as assigned.

Enforcement Division Agents are required to be certified peace officers in Nevada pursuant to Nevada Administrative Code (NAC) 289 as a condition of employment by obtaining and maintaining a Category I Basic P.O.S.T. Certificate. New Enforcement employees or employees transferring from another division within the Board to Enforcement, who may be required to perform the duties of a peace officer, must meet all requirements, comply with the conditions, and apply for P.O.S.T. certification immediately upon employment or transfer.

Certification may be obtained by:

- a. New agents must successfully complete a one-year probationary period,

- b. Satisfactorily completing the Nevada Category I Basic P.O.S.T. Academy including the physical fitness requirements; or,
- c. Attending a course of training which the P.O.S.T. Committee determines to be at least equivalent; and,
- d. Passing the state certification examination; and,
- e. Satisfactorily completing a one-year qualification period as a peace officer employed by the Gaming Control Board. This period begins on the date the agent graduates from the P.O.S.T. Academy or is notified of passing the state certification examination.

To qualify for attendance at a Basic P.O.S.T. Academy, an individual must have current firearms training, to be provided by the Board. All costs of Academy attendance not covered by the Board will be the responsibility of the employee.

A P.O.S.T. certified employee of the Board may retain the Category I Basic P.O.S.T. Certificate by:

- a. Continuing employment with the Enforcement Division in a position requiring the performance of peace officer duties; and,
- b. Maintaining the minimum standards of conduct established by the P.O.S.T. regulations; and,
- c. Maintaining current annual range (firearms) qualification; and,
- d. Successfully completing 24 hours of approved training per calendar year.

All Board employees shall follow all conditions of employment as stated in the Board's Human Resource Manual.

#### **LOCATION OF EMPLOYMENT:**

The Enforcement Division currently has permanent offices in Reno, Elko, Laughlin, Carson City, and Las Vegas; however, extensive travel may be required for enforcement coverage to other geographic areas within the State.

#### **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, the drug test, and comply and complete the background investigation, there is no guarantee the applicant will be hired by the Gaming Control Board.

#### **IMMIGRATION REQUIREMENT:**

The policy of the State of Nevada and the Nevada Gaming Control Board is 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 Nevada Gaming Control Board.

#### **EEO**

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 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.