

**Tax & License 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 a Tax & License Agent with the Nevada Gaming Control Board (Board). Additionally, information regarding how to apply for a position with the Board is included.

**POSITION DESCRIPTION:**

**Option I: Field Agent**

Under immediate or general supervision, conducts on-site reviews of gaming and general business records of gaming licensees; conducts inspections to determine degree of compliance with statutes and regulations; conducts counts of slots and gaming equipment; provides licensees with guidance as to appropriate gaming revenue records required to be maintained and provides explanations and/or interpretations of the Gaming Control Act and regulations; and performs related work as required.

**Option II: Office Agent**

Under immediate or general supervision, processes tax forms and payments; determines and collects underpayments and/or pays overpayments; collects penalties and interest; processes agenda items for licensing purposes and condition monitoring; collects assessments resulting from audits or reviews; may represent the division at Board meetings; and performs related work as required.

**QUALIFICATIONS:**

Graduation from an accredited college or university with a Bachelor's degree in business administration, public administration, accounting, finance, economics, or other applicable degree; or

An equivalent combination of education and work experience.

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

Preference given to persons possessing degrees in Law and/or CMA or CPA certificates.

**Professional Requirements:**

Field agents must possess a valid Nevada driver's license at all times.

**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 Board eligible lists.

**TYPICAL DUTIES:**

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

**Option I: Field Agent**

Assigned the responsibility to conduct on-site assessments of compliance with state gaming statutes and regulations;

Provides explanations as to statute and regulation requirements;

Conducts detailed reviews of gaming and general business records and/or procedures;

Conducts inspections and slot/gaming equipment counts;

Drafts regulation violation letters and referrals for disciplinary action;

Prepares memos and reports for the transmittal of findings to other divisions.

**Option II: Office Agent**

May supervise and coordinate the activities of clerical staff who are assigned responsibility for the collection, deposit and recording of state gaming taxes and fees;

Collects fees, taxes, bonds, interest, fines and penalties;

Verifies claims for and processes refunds;

Communicates with licensees on matters involving the interpretation and application of pertinent laws, rules, regulations and Board policy;

Provides technical assistance in the more complex situations;

Plans, supervises and schedules office assignments and duties;

Assists in preparation of licensing files and in issuance of appropriate state gaming licenses.

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

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

Knowledge of basic bookkeeping principles, practices, and policies;

Ability to interpret the Gaming Control Act and Regulations;

Ability to calculate fees, taxes, penalties and interest;

Ability to understand and apply written instructions or directions;

Ability to communicate orally and in writing with others;

Ability to work with figures and possess an aptitude for spotting arithmetical and other reporting irregularities;

Ability to interpret and apply established rules, regulations and policies;

Ability to deal effectively and courteously with the public;

Ability to assimilate knowledge of computer operation;

Ability to perform effectively under a heavy workload;

Ability to perform under the stress of frequent interruptions and/or distractions;  
Ability to prioritize assignments to complete work in a timely manner under pressures of deadlines.

**SALARY RANGE:**

Call the Gaming Control Board's Personnel Office for current salary information (775) 684-7700.

**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, primarily through assignment to active licensees; interdivision seminars; In-house or outside seminars and attendance at outside agency courses concentrating in the areas of: audit procedures, financial manipulation analysis, application of Nevada Revised Statutes and NGC Regulations, statistical sampling, ratio analysis, trend analysis, computer applications, work paper techniques and report writing.

**CONDITIONS:**

Responsibilities will routinely require travel throughout the State of Nevada. Agents are on-call 24 hours per day, seven days per week, and are expected, at times, to work days and hours outside the normal work week.

Field assignments will routinely occupy up to 50% of a Field agent's time. During such periods, it will be necessary to travel alone in both urban and rural areas while operating a state automobile for extended periods.

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 Tax & License Division currently has permanent offices in Carson City and Las Vegas; however, extensive travel throughout the United States is 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 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**

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**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.