

**DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF GAMBLING CONTROL
EXECUTIVE OFFICE**

JOB TITLE: Assistant Director
Compliance Branch

STATEMENT OF DUTIES: The Assistant Bureau Chief acts as an Assistant Director and is responsible for the planning, organization, direction, and administration of the Compliance Branch which includes: the Compliance and Enforcement Section, Audit and Compact Compliance Section and the Special Programs Unit within the Bureau. Requires an in-depth, detailed knowledge and understanding of the Gambling Control Act; Tribal-State Gaming Compacts; legislative, budget, personnel, labor relations, and contract processes; and policies of the Bureau, the Division of Law Enforcement and Department of Justice.

SUPERVISION RECEIVED: Reports to the Bureau Director.

SUPERVISION EXERCISED: Supervises managers, supervisors, professional, technical, and clerical staff within the Compliance Branch.

TYPICAL PHYSICAL DEMANDS: Ability to lift 10 pounds, bending, kneeling.

TYPICAL WORKING CONDITIONS: Enclosed office in a smoke free environment.

EXAMPLES OF DUTIES:

ESSENTIAL FUNCTIONS

- 40% Manages and administers the Compliance Branch. Plans, organizes, directs, and administers the work of professional staff in each program area. Participates in the development of goals, policies, and regulations to effectively administer the Gambling Control Act and the Bureau's responsibilities under the Tribal-State Gaming Compacts.
- 20% Provides consultation, direction and supervision to Bureau management. Prepares performance evaluations for Special Agents in Charge and the Supervising Management Auditor.

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- 15% Represents the Bureau on operational and policy issues before the legislature, governmental agencies, top law enforcement administrators, representatives from the tribal gaming and cardroom industries and the public. May be assigned responsibility for direction of local law enforcement activities.
- 15% Oversees and coordinates procedures and guidelines for processing matters related to personnel, hiring, grievances, disciplinary actions, labor relations, contracts, training and computer technologies. Monitors and makes recommendations relative to budget expenditures and preparation.
- 10% Acts as Bureau Director when the Bureau Director is unavailable.

I have read and understand the essential functions and typical physical demands required of this job: (please check one of the boxes below regarding a Reasonable Accommodation)

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature Date

Supervisor's Signature Date