



KENNY C. GUINN  
*Governor*

STATE OF NEVADA  
**GAMING CONTROL BOARD**

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## **Investigations 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 Investigations Agent with the State 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 investigates applicants for gaming licenses and other transactions or issues requiring Gaming Control Board or Gaming Commission action; may act as field supervisor (team leader - lead agent) of subordinates; collects, analyzes, and documents the information obtained; prepares comprehensive investigative reports on gaming applications for presentation to the Gaming Control Board and Nevada Gaming Commission; may provide on-the-job training, direction, and supervision to subordinates; completes assigned special projects and administrative duties; and performs related work as assigned.

#### **QUALIFICATIONS:**

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

An equivalent combination of education and professional level experience in the areas of: accounting, auditing, financial planning, internal revenue service, income tax preparation, budgeting, taxation, banking, finance, securities, legal research, real estate investment management, business or public administration involving budget preparation and business development, or business management and planning and/or investigative experience involving white collar crime, drug trafficking or money laundering, detective bureau, organized crime, intelligence collection, fraud or closely related experience.

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

#### **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 Gaming Control Board employee.

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

#### **TYPICAL DUTIES:**

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

Learns and remains current with gaming regulations, Nevada Revised Statutes and internal directives as applied to the investigative process;

Conducts in-depth financial and background investigations as a team member, team leader, or independently, of persons and companies seeking approval for transactions related to gaming, or licensure to conduct or participate in gaming;

Collects and analyzes information, and identifies information which reflects (positively or negatively) upon an applicant's suitability;

Identifies other persons or sources which may possess information about a gaming applicant;

Prepares standard form letter and non-standard correspondence, documents all work performed, and maintains files containing work papers and supporting documentation;

Prepares comprehensive investigative reports, or portions thereof, from rough draft through finished product;

Reviews subordinates' investigative reports for format, content, accuracy, and grammar;

Appears before the Board and Commission to provide additional information when required;

Keeps supervisor (designated lead agent or team leader) informed at all times of his/her activities;

Assists a supervisor in the evaluation of subordinates;

Learns various administrative, supervisory, and management practices, functions, duties and responsibilities;

Conducts research and analyzes information obtained from the Board's computer system;

Receives advanced training in background and financial investigation techniques;

Establishes and maintains contacts with law enforcement agencies, financial institutions, regulatory agencies, and other sources of information;

Learns what background and financial information is available through public records, e.g., civil and criminal court records, business license information, secretary of state, county assessor or recorder records, and what protected information is accessible from law enforcement agencies and other sources;

Examines and correlates historical and current background information about an applicant to determine the applicant's suitability to be licensed or associated with gaming;

Examines and evaluates personal and business financial records (e.g., checking account statements and cancelled checks, deposit records, tax returns, real estate documents, banking records, ledger accounts, etc.) to determine source, adequacy and suitability of funds;

Remains current with the financial analysis of individuals and organizations including impact of federal or state taxation laws or codes;

Maintains security of confidential information;

Receives training in financial investigation techniques, financial business, and accounting principals and practices, and conducts simple and complex financial investigations;

Receives training in background investigation techniques, principals and practices, and conducts simple and complex background investigations.

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

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

General knowledge of or ability to learn basic law enforcement concepts and principles as applied to gaming application investigations;

General knowledge of or ability to learn basic financial, accounting and business concepts and practices as applied to gaming applications investigations;

Ability to learn gaming statutes and related regulations, Division investigative, interviewing and report writing techniques, and internal procedures and policies as applied to the investigative process and Division mission;

Ability to establish and maintain effective working relationships with co-workers, outside agencies, industry representatives and applicants;

Ability to organize work assignments and maintain work files;

Ability to work under deadlines and stressful situations;

Ability to collect, analyze, communicate, consolidate, and summarize, verbally and in writing, information from law enforcement and public record sources;

Ability to collect, analyze and draw conclusions from financial data and to consolidate, summarize, and communicate, verbally and in writing, information collected during the course of an investigation.

**SALARY RANGE:**

Call the Gaming Control Board's Personnel Office 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, primarily through assignment to active pre-licensing investigations; technical review of work product by Investigations Team Leader; interdivision seminars; and attendance at outside agency courses concentrating in the areas of financial investigative techniques, criminal associations and economic crime.

**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 Investigations Division currently has permanent offices in Carson City and Las Vegas; however, extensive travel throughout the United States and foreign countries 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 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 State Gaming Control Board.

**EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION:**

The State Gaming Control Board is an equal opportunity/affirmative action employer. Qualified persons are considered for employment without regard to race, color, religion, sex, national origin, age, political affiliation or disability.

**HOW TO APPLY FOR A POSITION:**

When job announcements are posted on our website, you can complete the Gaming Control Board's Employment Application and send it to: Gaming Control Board, Personnel Office, P.O. Box 8003, Carson City, Nevada 89702-8003. The Board's Employment Application will be posted on the website when recruitments are open. They also can be obtained at the Board Offices located in Las Vegas, Carson City, Reno and Elko, or by calling (775) 684-7704. You can also send an e-mail request to [gcbpers@gcb.state.nv.us](mailto:gcbpers@gcb.state.nv.us). **Applications will only be accepted for open recruitments.**

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