



COMMONWEALTH CASINO COMMISSION

Commonwealth of the Northern Mariana Islands

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Juan M. Sablan, Chairman
Joseph C. Reyes, Vice Chairman
Alvaro A. Santos, Secretary/Treasurer
Ramon M. Dela Cruz, Commissioner
Diego M. Songao, Commissioner

JOB VACANCY ANNOUNCEMENT

Opening Date: **July 13, 2018**

Closing Date: **July 31, 2018**

The Commonwealth Casino Commission (“Commission”) needs immediate recruitment for the following position:

POSITION	DIVISION	SALARY RANGE	ANNOUNCEMENT NO.
ENFORCEMENT AGENT I	Enforcement & Investigations	\$23,000 - \$28,000	CCC-2018-C

- **Salary:** Actual salary level will depend on the applicant’s education, experience, and other related qualifications.
- **Location:** Saipan, Commonwealth of the Northern Mariana Islands (“CNMI”).
- **Benefits:** Basic CNMI government employment fringe benefits.
- **Exempted Positions:** These positions are exempted from the CNMI Civil Service system per P.L. 18-56 & P.L.19-24.

Requirements:

- Completed CNMI Government **Application for Employment** (OPM-03) - Original
- Resume** with accompanying educational and professional credentials & documentations
- Police Clearance** (within the last 3 months)
- Copy of your Driver’s License or other form of **Valid Identification with photo**

Education and training claimed under items 24 (A) through (H) of the Application for Employment must be substantiated by an official school transcript, diploma, or certificate. Failure to provide the required documents will result in automatic disqualification.

The Commonwealth Casino Commission is an equal employment opportunity employer. The CCC’s EEO policy is to ensure that all employment decisions are made on a non-discriminatory basis, and without regard to sex, race, color, age, national origin, religion, disability, marital status, sexual orientation, political affiliation or belief, or any other status protected by applicable national, federal, state or local law. Please be informed that prior to a job offer, you are required to undergo a pre-employment drug test pursuant to the Alcohol and Drug Free Workplace Policy, Part V.C. of the Personnel Service System Rules and Regulations. The Casino Commission may also require additional criminal background checks and investigations if deemed necessary.

Application Forms can be picked up at the Office of Personnel Management (OPM). For information on the **POSITION DESCRIPTION** and other requirements, please contact the HR Officer, Ms. Juanette LG. Sablan at 233-1857/58 or at info@cnmicasinocommission.com. Interested persons should submit their completed Employment Application Forms along with supporting documents to the Commonwealth Casino Commission’s Office at Springs Plaza (Unit #13 & #14), Gualo Rai, Saipan, MP 96950.



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JOB DESCRIPTION

ENFORCEMENT AGENT I

DIVISION: **ENFORCEMENT & INVESTIGATIONS – Enforcement & Surveillance Unit**

ANNOUNCEMENT NO.: **CCC-2018-C**

SALARY LEVEL: **Ungraded \$23,000 to \$28,000 Per Annum**

- A. INTRODUCTION.** Under the direct supervision of the Senior Enforcement Agent and the Enforcement Agent II. The incumbent is responsible to monitor and observe casino gaming activities and report deviations from the Commonwealth Casino Commission Rules and Regulations (“Regulations”), Minimum Internal Control Standards (“MICS”), the Public Laws 18-56 (“Casino Law”) and 19-24, and other approved regulations. The Agent is responsible for conducting surveillance activities at the casino site. This position has access to highly sensitive materials, copyright information, and confidential information.
- B. POSITION DESCRIPTION:** *(The following is used as a partial description and is not restrictive as to duties required).*
1. Maintains both overt and covert surveillance activities during assigned shifts;
 2. Oversees the monitoring of the casino and associated areas, including guest and employees, via closed circuit television (CCTV) to ensure compliance with casino and gaming laws, rules, regulations, policies and procedures;
 3. Conducts/participates in special surveillance assignments as assigned;
 4. Reviews documentation of all suspicious or illegal activities through the use of video-recordings, written statements, and other evidence;
 5. Promptly reports any and all irregularities to the Commission;
 6. Stays current with information on known cheaters, card counters, scams, cheats, and excludables;
 7. Prepares, reviews, analyzes, and forwards incident reports in a timely manner;
 8. Ensures proper access control into the surveillance operations area;
 9. Performs surveillance of all gaming activity to ensure adherence to Commission’s policies, procedures, and government regulations;
 10. Monitors casino gaming operations and the certification of gaming revenues;
 11. Provides inspection assistance to other units and divisions of the Commission upon request;

12. Persons with a disability or disabilities are eligible as long as they can perform the essential functions of the job with or without reasonable accommodation;
13. Ability to work in and around a smoking environment;
14. Ability to maintain a positive work atmosphere by behaving and communicating in a manner that establishes and maintains effective relationships with customers, co-workers and supervisors, and that promotes mutual trust and respect; and
15. Ability to stand and walk for prolonged periods of time.

D. EDUCATION AND EXPERIENCE REQUIREMENTS. Graduation from an accredited college with an Associate of Science (AS) Degree in Criminal Justice, Police Science, or other law enforcement related fields. *Substitution:* Applicants who do not possess the AS Degree may substitute additional required experience with at least three and a half (3) years of professional experience involving law enforcement, investigations, customs inspections, labor inspections, revenue and tax investigations, casino enforcement, or equivalent military experience or other related regulatory work.

E. SPECIAL NOTE. The Commonwealth Casino Commission is an equal employment opportunity employer. The CCC's EEO policy is to ensure that all employment decisions are made on a non-discriminatory basis, and without regard to sex, race, color, age, national origin, religion, disability, marital status, sexual orientation, political affiliation or belief, or any other status protected by applicable national, federal, state or local law.

Applicants are hereby informed that prior to a job offer, you are required to undergo a pre-employment drug test pursuant to the Alcohol and Drug Free Workplace Policy, Part V.C. of the Personnel Service System Rules and Regulations and agree to random and reasonable suspicion drug testing as a condition of employment. The Casino Commission may also require additional criminal background checks and investigations on some positions.

A background investigation will be conducted in order to verify the accuracy and completeness of statements contained in the application and to obtain information relevant to predicting successful performance as a Casino Commission employee. Employees of the Division of Enforcement & Investigations are required to work shifts that may include unusual hours, weekends, and holidays.