

## **Agent, Tax and License Division – Carson City/Reno**

### **Agent, Tax and License Division**

Carson City

The Nevada Gaming Control Board (Board) is seeking a diverse pool of qualified candidates for the position of Agent in the Tax and License Division. This is an unclassified, full-time position located in Carson City or Reno, Nevada.

The Board governs Nevada's gaming industry through strict regulation of all persons, locations, practices, associations, and related Activities. The Board protects the integrity and stability of the industry through its investigative and licensing practices, the enforcement of laws and regulations, and holding gaming licensees to high standards. Through these practices, the Board is able to ensure the proper collection of taxes and fees that are an essential source of revenue for the State of Nevada.

### **Position Description**

Under immediate and general supervision of a supervisor or other designee, the Agent conducts on-site reviews of gaming and general business records of gaming licensees; conducts inspections to determine statutory and regulatory compliance; conducts counts of slots and gaming equipment; provides licensees with guidance as to appropriate maintenance of gaming revenue records; provides explanations and interpretations of the Gaming Control Act and Nevada Gaming Commission Regulations; and performs related work as required.

This position is also responsible for drafting regulatory violation letters and referring disciplinary action to board members; preparing memos and reports regarding findings for other divisions; and providing technical assistance to licensees in more complex situations.

### **Travel**

In-state travel may be required outside of normal business hours.

### **Recruitment**

This is an open, competitive recruitment for all qualified applicants.

### **Minimum Qualifications**

Required qualifications include graduation from an accredited college or university with a bachelor's degree in business administration, public administration, accounting, finance, economics, or other

applicable degree. Preference is given to an applicant possessing a law degree or a certificate as a Certified Management Accountant or Certified Public Accountant.

This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful candidate will be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

### **Position Location**

This position is located in Carson City with the ability to work in Reno on an as need basis.

### **Salary**

The salary for this position is up to \$102,692 and reflects Public Employees' Retirement System (PERS) contributions by both the employee and the employer. An employer-paid contribution plan is also available with a reduced salary.

### **Benefits**

Benefits include medical, dental, vision care, life and disability insurance programs; eleven paid holidays per year; three weeks of annual leave; three weeks of sick leave; state defined benefit retirement plan; tax-sheltered deferred compensation plan available. State employees do not contribute to Social Security; however, a small Medicare deduction is required. Long-term employees enjoy additional benefits. For additional information, please visit the [Department of Human Resources of the Nevada Gaming Control Board](#), the [Nevada Public Employees Benefits Program](#), and the [Public Employees Retirement System of Nevada](#).

### **How to Apply**

All applicants who meet the minimum qualifications are invited to apply for this position and may do so by completing an application on the Nevada Gaming Control Board [website](#). All applicants must submit a cover letter, a resume, and a copy of their college transcripts. In your cover letter, please indicate how you heard about this position. Only applications submitted through the website will be accepted.

A background investigation will be conducted to verify the accuracy and completeness of statements made on the application and to obtain information relevant to predicting successful performance as an employee of the Board.

This position requires a pre-employment drug screening.

Applications will be accepted until the recruitment need is satisfied, and recruitment may close at any time.

***The Nevada Gaming Control Board and the State of Nevada are committed to Equal Employment Opportunity/Affirmative Action in recruitment of employees and do not discriminate based on race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.***

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