



STEVE SISOLAK
Governor

NEVADA GAMING CONTROL BOARD

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Agent, Tax and License Division

The Nevada Gaming Control Board is seeking qualified applicants for an Agent position in the **Tax and License Division** for the **Carson City** Office. This recruitment is for unclassified, full-time position within the State of Nevada System. Applications will be accepted until recruitment needs are satisfied.

Recruitment: This is an open competitive recruitment, open to all qualified applicants.

The Position: 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 that must be maintained and provides explanations and/or interpretations of the Gaming Control Act and regulations; and performs related work as required.

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; and provides technical assistance in more complex situations to licensees

Travel: Irregular hours and statewide travel may be required.

Minimum 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/CMA or CPA certificates.

The ideal candidate will have:

- Knowledge of basic bookkeeping principles, practices, and policies;
- Ability to interpret the Gaming Control Act and Regulations;
- Ability to understand and 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: Up to \$78,264. Salary 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.

Position Location: Nevada's state capitol, **Carson City** has a population of approximately 55,414. Carson City is located at the base of the Sierra Nevada and is in close proximity to Reno, Lake Tahoe, and national conservation areas. With plenty of sunshine and recreational opportunities it boasts an array of outdoor activities, including golfing, mountain climbing, biking, off-roading, hiking, fishing, star gazing, camping, boating and rafting. The city also has shopping, and cultural offerings of restaurants, shows, concerts and theatrical performances.

Benefits: Paid 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 [Division of Human Resource Management of the Department of Administration](#), 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 eligible to apply for this position and must do so by completing an application on the Nevada Gaming Control Board website at www.gaming.nv.gov. In your cover letter, please indicate how you heard about the position.

All positions at the Nevada Gaming Control Board will have access to Criminal Justice Information Systems (CJIS) data. The successful candidate must undergo an FBI background check. This position requires a pre-employment drug screening.

The Nevada Gaming Control Board and the State of Nevada are committed to Equal Employment Opportunity/Affirmative Action in recruitment of employees and does 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.