

OKLAHOMA HORSE RACING COMMISSION

LAW ENFORCEMENT AGENT I (GAMING)

Definition:

A full-time unclassified (non-merit) state employee who provides enforcement of the gaming rules and regulations for the Oklahoma Horse Racing Commission (a state agency) under the direct supervision of the Director of Law Enforcement. The primary role will be in gaming with cross-training in Horse Racing Regulation/Law Enforcement.

Examples of Work Performed:

Agent reviews a daily on-site gaming report to preliminarily verify that the calculations and operation procedures (paper trail) were performed correctly and that gaming revenue is properly reported.

Using the track's management terminal, Agent performs random on-site audits to check accuracy of the daily report and operation of individual gaming machines.

In conjunction with auditor, Agent conducts on-site audits of reports and/or machines flagged by the primary auditor.

On a random and selected basis, Agent monitors the hard and soft drops and counts by physically accompanying the casino employee and observing the process or by viewing the employees from the surveillance room.

Agent ensures compliance with State law and gaming rules.

Agent resolves and assists (depending on amount in dispute) in accordance with Commission Rules.

Agent daily ensures that racetrack gaming is operated according to the Security Plan approved by the Commission.

Agent enforces employee licensing and identification requirements.

Agent enforces age restrictions.

Agent performs daily checks and monitors gaming surveillance equipment to ensure equipment is functioning, is properly maintained, and is in accordance with the Security Plan.

Agent conducts surveillance of gaming employees/patrons for dishonesty, theft or other criminal acts and takes appropriate action.

Agent tests new machines as they are moved onto the floor, and locks and seals the gaming machines.

Agent conducts pre-installation inspection and testing to verify that software and hardware are correct as certified by the independent testing laboratory; and conducts post-installation testing to verify that the device is properly communicating with the racetrack gaming operators central computer system.

Agent retests machines when they are moved from one place on the gaming floor to another.

Agent is required to be present whenever the logic area of the machine is open to both make records of what is being done to the machine and to retest it prior to the machine being placed back in operation.

Agent secures and maintains evidence for patron disputes and disciplinary hearings against licensees.

Agent prosecutes disciplinary hearings against licensees.

Applicants must be willing and able to perform all job-related travel normally associated with this position. Applicants must possess a valid driver's license and maintain a valid insurable status.

Perform additional related duties as assigned.

Education and Experience:

High school diploma or GED equivalent.

Prior experience in criminal or other closely related investigative work.

CLEET PEACE OFFICER

Intermediate working knowledge of computer programs and networking

Special Requirements/Prohibitions:

The successful applicant must be fingerprinted and checked through the OSBI and FBI as a part of a standard background investigation which includes the Commission checking with the applicant's prior employers and references. Applicant must not have any felony convictions nor have plead guilty or nolo contendere to any crime that is a felony or any misdemeanor crime involving gambling or moral turpitude.

In addition to any other restrictions as mandated by statute, Commission Rule, Directive or the agency Personnel Manual, Commission employees are prohibited from wagering on any horse race over which the Commission has jurisdiction; are prohibited from playing the gaming machines at the racetracks; are prohibited from owning in whole or in part any horse which races at an OHRC-licensed racetrack; and are prohibited from receiving any funds from the Oklahoma-Bred Program, a program administered by the Commission.

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