

State of Washington
Gambling Commission
invites applications for the position of:
Special Agent

careers.wa.gov
Working for Washington State

SALARY: \$4,593.00 - \$5,882.00 Monthly

OPENING DATE: 10/22/2019

CLOSING DATE: Open Continuous

DESCRIPTION:



Washington State
GAMBLING
COMMISSION

Protect the public by ensuring that gambling is legal and honest.

The Washington State Gambling Commission (WSGC) is recruiting for two (2) full-time Special Agents within our Licensing, Regulation and Enforcement Division. Special Agents are limited jurisdiction law enforcement officers and are exempt from state civil service rules.

Special Agents of the Regulatory Unit are responsible for conducting regulatory and criminal investigations under RCW Chapter 9.46 and WAC Title 230 throughout Washington in coordination with federal, state, and local law enforcement and regulatory agencies. The position will be assigned to our Federal Way field office. Agents for these positions will be required to reside within 35 miles of Federal Way, Washington.

As a Washington State law enforcement officer, Special Agents are required to complete a basic law enforcement academy. If you do not currently hold a law enforcement certification, you will have the opportunity to attend Basic Law Enforcement Academy through the Washington State Criminal Justice Training Center.

Special Agent starting salary ranges from \$55,116 - \$70,548 annually, depending upon your education and experience, with steady increases up to a maximum of \$77,916 annually.

NOTE: 5% Premium Pay will be added to salary because duty station is in King County

Who We Are

The Washington State Gambling Commission is a state accredited, limited-jurisdiction law enforcement agency whose mission is to protect the public by ensuring that gambling is legal and honest. We are the second oldest gambling agency in the country and the only statewide agency that licenses and regulates an estimated \$3.5 billion gambling industry comprised of Tribal, commercial, and nonprofit businesses.

Why join our team?

When asked to provide a few words to describe our agency, our employees used these:

- * Flexible
- * Supportive
- * Family Oriented
- * Variety
- * Teamwork
- * Fun
- * Unique
- * Collaborative
- * Professional
- * Work-life Balance
- * Strong Sense of Community
- * People First
- * Opportunities to learn

Our employees are our most important asset and we are looking for highly talented individuals to join our team. We offer:

- Interesting and challenging work, including a wide range of criminal and administrative investigations, regulatory field work, and working with local and state agencies;
- Paid law enforcement training and tuition reimbursement programs;
- Flexible work schedules, 160 hours within a 28-day work period;
- A working environment that supports diversity;
- Agency furnished equipment, including a take home vehicle and firearm;

Of course, we offer EXCELLENT employment benefits including medical and dental, life insurance, paid leave, and several retirement options.

In addition to the benefits listed on the "Benefits" tab, Gambling Special Agents have the following benefits:

- Agency furnished equipment, including firearm and take home vehicle.
- Flexible work schedule of 160 hours within a 28-day work period.
- Paid law enforcement training and broad developmental opportunities, including a tuition reimbursement program.

Our core values of Integrity, Professionalism, Respect and Diversity are integrated in all aspects of every position. We are a tightknit agency of 119 employees when fully staffed. If you are interested in working in an environment where employees matter, are recognized for their contributions, and wish to make a difference, this may be the Agency for you!

To learn more about our agency, we invite you to visit our website at <http://www.wsgc.wa.gov/>.

The **WSGC** has four phases to our hiring process:

- | | |
|---------|---|
| Phase 1 | Physical fitness test and written test (conducted by Public Safety Testing) |
| Phase 2 | Panel interview |
| Phase 3 | Background Investigation |
| Phase 4 | Polygraph exam, Psychological Exam, Medical Exam, Drug test. |

Phase 1 Hiring process for applicants without a Basic Law Enforcement certification:

- Apply online with Public Safety Testing (www.publicsafetytesting.com) and schedule initial testing.
- Complete the Law Enforcement Exam and Physical Ability Test on your scheduled test date.

Phase 1 Hiring process for applicants with current Basic Law Enforcement certification OR **equivalent**:

- Apply online with Public Safety Testing (www.publicsafetytesting.com) (be sure to choose the Lateral option) and schedule initial testing.

- Complete the Law Enforcement Exam on your scheduled test date.

All Phase 1 applicants will need to complete your Personal History Statement (PHS) immediately after completing your initial tests. Once you have completed your initial tests and PHS through Public Safety Testing (PST) (www.publicsafetytesting.com), your name, score, and applicant profile will be forwarded to us.

Once you complete the Personal History Statement, the next step in the process is completing an online application through careers.wa.gov. You can create an application profile on www.careers.wa.gov by clicking the “Apply Now” button at the top of the page.

If your PHS is not complete and available to us at the time we review candidates for a panel interview, you will not be considered for that hiring cycle. There will be some time that lapses between completing your tests and the panel interview – you should spend that time preparing for the interview and hiring process.

Current Military – Please do not apply until you are within six (6) months of your ETS date. Please contact the WSGC Human Resources Division (HRD) if you have any questions.

Physical Ability Testing (PAT) – All Gambling Special Agent applicants are required to take and pass the PAT unless you hold a current commissioned law enforcement certification.

DUTIES:

Special Agents are based throughout the state and are assigned to a geographic area. Special Agents travel within their assigned region on a daily basis as they conduct Gambling Commission business.

Special Agents investigate criminal cases for the prosecution of illegal gambling activities and gambling related crimes. Illegal gambling activities include, but are not limited to, cheating, theft, crimes related to fraud, professional gambling, unlawful ownership of a gambling device, unlicensed gambling, sports betting, illegal card games, and other illegal contests of chance.

Special Agents regulate licensed gambling and provide technical assistance to gambling operations while working with numerous licensee groups and law enforcement agencies. The common licensed forms of gambling that Special Agents regulate are Card Rooms, Pull Tabs, Raffles, Bingo, Fund Raising Events, and Amusement games. Special Agents also respond to complaints submitted to the agency and provide education and training to both the public and licensees.

QUALIFICATIONS:

Required Education & Experience

- A Four Year Degree (BA/BS), **OR**
- AA Degree, with two (2) or more years of related work experience*, **OR**
- Four (4) or more years as a commissioned law enforcement officer with a High School Diploma or GED.

*Related work experience must be in auditing, accounting, regulatory work, a commissioned law enforcement officer, investigating fraud, or investigative work specific to government or the gaming industry.

Required Competencies

We will be looking for evidence of the below in your application materials and as you proceed through the hiring process:

- Superior oral and written communication skills
- Relationship building and influence
- Ethics and integrity
- Diversity
- Accountability
- Good judgment
- Tact and diplomacy
- Conscientious
- Flexible/adaptable
- Self-management
- Assertiveness/confidence
- Use of information technology

We may give preference to the candidates with the following qualifications:

- Current Certified Fraud Examiner (CFE)
- Active or Retired Certified Public Accountant (CPA)
- Certifications that are job related
- Advanced degree's that are job related
- Successful completion of the WA State Basic Law Enforcement Academy, or equivalent law enforcement academy.
- Documented fluency in Vietnamese, Chinese, Cambodian, Korean, Japanese, Russian or Spanish languages.

SUPPLEMENTAL INFORMATION:

READ THE FOLLOWING INSTRUCTIONS COMPLETELY*

- We recommend you carefully review your application before submitting.
- The initial screening will be solely based on the contents and completeness of the "Work Experience" section of your application in careers.wa.gov; the completeness of the application material submitted; and the responses to the supplemental questionnaire.
- A resume will NOT substitute for completing the "Work Experience" section of your application.
- Include in your application a minimum of three professional reference with current telephone numbers.

*All information may be verified and documentation may be required.

The act of submitting application material is considered affirmation that the information provided is complete and truthful. If materials are submitted electronically, applicants do not need to sign the application.

We will conduct a background check, psychological and polygraph exams, medical examination and drug screening prior to any new Agent appointment into the Washington State Gambling Commission.

Conditions of Employment

A Gambling Special Agent is a commissioned law enforcement officer of the state of Washington and must have the highest level of integrity and ethical conduct. **Gambling Special Agents must meet ALL of the following conditions of employment:**

- Be a United States citizen or lawful permanent resident

- Possess a driver's license valid in Washington State and be able to drive a motor vehicle
- Have no felony convictions
- Have no misdemeanor convictions related to controlled substances, theft, moral turpitude, fraud, larceny, or crimes of violence within the last five years
- Have no convictions for any crime associated with domestic violence
- Have no DUI convictions within the last three years, or a substantial accumulation of driving violations which indicates a disregard for rules and regulations
- Not use or possess illegal narcotics or controlled substances:
 - Drug Free – No use of *any* drugs within the three year period immediately preceding appointment
 - Marijuana – No use within the three year period immediately preceding appointment and use limited to experimentation
 - Amphetamines, Cocaine, and Opiates – No use within the five year period immediately preceding appointment and use limited to experimentation
 - Hallucinogens – No use within the ten year period immediately preceding appointment and use limited to experimentation
- Refrain from excessive alcohol consumption
- Adhere to agency policy of prohibiting employees from serving as officers or managers of any corporation or organization that conducts a lottery or gambling activity, including tribal gambling activities. Employees may not gamble in tribal gambling activities or any gambling licensed activities.
- Be willing to undergo and able to pass an extensive background investigation, which includes a criminal records check, credit check, drug screening, and fingerprinting
- Be willing to undergo a post offer polygraph examination, psychological evaluation, medical examination and drug screen
- Be willing to accept assignments that may include occasional overnight travel, work in the evenings, on weekends and holidays

For agents assigned to any unit, the following additional conditions of employment apply:

- Be able to legally acquire and possess firearms and ammunition
- Be willing and able to make an arrest and handle suspected violators
- Be willing and able to carry and use a firearm in a safe and appropriate manner, and maintain firearm qualification standards
- Successfully complete the Gambling Commission's Use of Force training program within the first 45 days of employment
- Pass a pre-hire [Physical Ability Test](#)
- Successfully complete the Washington State Criminal Justice Training Commission Basic Law Enforcement Academy (CJTC BLEA) within the first 18 months of employment*

****Note:** The requirement for the Washington State CJTC BLEA must be met either prior to employment or within 18 months after beginning employment. If commissioned before employment, applicant must not have had a break in law enforcement employment for more than two years at the time of appointment. Applicants requesting equivalency based upon attaining basic law enforcement certification through another state's academy will be reviewed by the Washington State CJTC. Upon approval, the applicant will be required to successfully complete the Equivalency Academy within 18 months. Reserve academies will not substitute for either above.*

TO APPLY FOR THIS RECRUITMENT:

DO NOT apply for this position through careers.wa.gov until you are directed to do so.

The hiring process begins at Public Safety Testing <https://www.publicsafetytesting.com>.

When you have been directed to do so, you must submit:

- A completed online application. You can create an application profile on www.careers.wa.gov by clicking the "Apply Now" button at the top of this page.
- A completed Supplemental Questionnaire where all questions are fully answered.
- A copy of your Certification of Completion if you have successfully completed the Washington State Criminal Justice Training Commission 720 hour Basic Law Enforcement Academy or its equivalent.
- An unofficial transcript if you have graduated with a degree.

If you have any questions, please contact Christie Harris, Human Resource Consultant @ recruitment@wsgc.wa.gov

Selection Process:

The initial screening will be solely based on the contents and completeness of:

- Your application packet;
- The "duties summary" section of your application in Careers.wa.gov;
- Your responses to the supplemental questionnaire

Interviews will be conducted in December.

The Washington State Gambling Commission is an equal opportunity employer. Individuals with disabilities needing assistance in the application process or needing this job announcement in an alternative format should provide contact information via email to recruitment@wsgc.wa.gov . Applicants who are deaf or hard of hearing may call the Washington Relay Service by dialing 7-1-1 or 1-800-833-6388.

For questions regarding this recruitment announcement, email us at recruitment@wsgc.wa.gov or call (360) 486-3459.

Supplemental Questions

1. What was the date of your last commissioned law enforcement position. If you have not been a commissioned law enforcement officer, indicate N/A
2. Do you have experience in conducting regulatory or criminal investigations with other local, state, and/or federal agencies, and tribal governments? Yes/No
3. Do you have an Active or retired Certified Public Accountant (CPA) License? Yes/No
4. Do you have a current Certified Fraud Examiner certification? Yes/No
5. Do you have a current Forensic Computer Certification? Yes/No
6. Do you have documented fluency in any of the following languages? Select all that apply.
Vietnamese
Chinese
Cambodian
Korean
Japanese

Russian
Spanish

7. Do you have experience reviewing financial statements from nonprofit and commercial entities?
Yes/No
8. Do you have experience in obtaining, reviewing and understanding court documents from all court levels to include federal, superior, and district courts? Yes/No
9. Please **type or paste** your cover letter describing how your skills and experience relate to the qualification outlined in this job announcement in the box below.
DO NOT write "see resume".

NOTE: If you do not include a cover letter, you will not be considered for this position.

10. Did you provide a minimum of three Professional references in your application packet? NOTE: If you did not, you will not be considered for this position.
11. I hereby state, by selecting yes, that the information within this application and the supplemental questionnaire is correct. I understand that any misrepresentation or omission of any information will result in my disqualification from consideration for employment or, if employed, my dismissal. I understand that this application is not a contract, offer, or promise of employment. Yes/No
12. How did you learn about this job opportunity?
Public Safety Testing
Careers.wa.gov
Friend or neighbor
State agency
Career Fair
VERG
Indeed
LinkedIn
Twitter
Other

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