

Iowa Department of Administrative Services – Human Resources Enterprise  
Job Classification Description

## Gaming Representative 2

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### Definition

Observes and monitors the operations and procedures of excursion gambling boats, racetrack enclosures, or pari-mutuel facilities to assure compliance with the Code of Iowa and Iowa Administrative Rules and the licensee's internal controls and game rules; performs related work as required.

*The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.*

### Work Examples

Interprets and enforces the Code of Iowa and Iowa Administrative Rules for excursion gambling boats, racetrack enclosures or pari-mutuel racing; makes decisions on matters not specifically covered by the rules or code.

Review the calculations, verification procedures, and reported revenue of randomly-selected weekly gaming reports; notifies operator of any inconsistencies discovered; resolves differences; and prepares an audit report of the findings.

Serve as a member of the quasi-judicial gaming board: review incident reports alleging various violations. Conduct hearing, receive testimony and evidence, and issue rulings and penalties. Make recommendations to the Racing and Gaming Commission for further action.

May observe the running of live races and replays on videotape to determine if all gates opened simultaneously and the lure operated properly; calls order of finish using photos as necessary; may disqualify and change the order of finish if a foul was committed; declares race official or no race; may order greyhounds to schooling list as required.

Monitors pari-mutuel simulcast racing; verifies simulcast signals are being received; interprets and regulates Code of Iowa and administrative rules as they relate to simulcast wagering.

Interviews applicants for licensing if the initial application contains information that may be disqualifying; clarifies the information and makes a decision on the ability of the applicant to be licensed.

Advises the licensees, law enforcement officers, and patrons on the proper conduct of pari-mutuel racing or casino gaming; resolve regulatory disputes; advises the licensee of potential compliance problems with proposed changes in internal controls, rules of the games, or proposed new games; approves internal controls and rules of the games.

Conduct periodic and random reviews of the various aspects of the excursion gambling boat, racetrack enclosure, or pari-mutuel operation to ensure compliance with the Iowa Code, Iowa Administrative Rules, internal controls, and game rules. Advises the licensee of alleged violations, changes needed, and problem resolution.

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## Competencies Required

### Knowledge:

- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Economics and Accounting – Economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Basic Arithmetic – Addition, subtraction, multiplication, and division.

### Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Near Vision – See details at close range (within a few feet of the observer).
- Documenting/Recording Information – Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.

### Skills:

- Evaluating Information to Determine Compliance with Standards — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Negotiation – Bringing others together and trying to reconcile differences.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Service Orientation – Actively looking for ways to help people.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

**Minimum Qualification Requirements**

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from an accredited four-year college or university with a degree in accounting, public or business administration, compliance, finance, law, or a closely-related field.
- 2) Four years of full-time work experience in the compliance with or interpretation of administrative rules, laws, or regulations.
- 3) Four years of full-time work experience in the pari-mutuel racing or gaming industry in a position that involved interpreting rules, compliance, and making judgments.
- 4) A total of four years of education and/or full-time experience (as described in number two or three), where thirty semester hours of accredited college or university course work in business, accounting, public or business administration, compliance, finance, law, or a closely-related field equals one year of full-time experience.
- 5) Current, continuous experience in the state executive branch that includes one year of full-time work as a Gaming Representative 1.

**Notes**

Positions in this class require the ability to pass a background check to obtain licensure by the Iowa Racing and Gaming Commission. Licensure is necessary for permanent employment.

*Effective date: 01/18 KJ*