



## **KENTUCKY HORSE RACING AND GAMING JOB DESCRIPTION**

**JOB TITLE:** Charitable Gaming Compliance Officer  
**DEPARTMENT:** Charitable Gaming  
**REPORTS TO:** Compliance Manager

### **JOB SUMMARY:**

The Charitable Gaming Compliance Officer educates charitable gaming licensees and performs physical inspections of charitable gaming organizations, exempt organizations, facilities, distributors, and manufacturers to determine compliance with charitable gaming laws and regulations.

The Charitable Gaming Compliance Officer must be detail-oriented, highly organized, be able to travel and capable of managing multiple priorities in a fast-paced regulatory environment.

### **ESSENTIAL DUTIES/RESPONSIBILITIES:**

- Inspect and prepare detailed reports on charitable gaming activities and examine financial records of licensed organizations.
- Inspect and prepare detailed reports on charitable gaming facilities, distributors and manufactures.
- Prepare administrative compliance violations.
- Ensure accurate and up-to-date compliance records are loaded in the database.
- Communicate daily to licensees by phone, email, or in person regarding laws of charitable gaming and completion of applicable forms.
- Investigate complaints pertaining to charitable gaming activities, locate and interview witnesses, and prepare in-depth investigative reports.
- Collect and preserves physical evidence and testify in complex administrative and criminal proceedings.
- May undertake special coordinated assignments with local police, state law enforcement officers, and prosecutors.
- May participate in the quarterly training sessions or field training sessions for charitable gaming licensees.
- Provide administrative support to KGRG as requested.
- Trains new Charitable Gaming Compliance Officers on KRS Chapter 238 and charitable gaming administrative regulations.

- Requires daily travel and can include long hours of travel with occasional overtime and/or alternate schedules as needed.
- Other duties and tasks as assigned.

**KNOWLEDGE/SKILLS/EXPERIENCE:**

- Bachelor's degree required
- Must have two years of experience as a compliance officer or experience in an investigative capacity for a federal or state regulatory agency
- Exceptional organizational skills and attention to detail.
- Strong interpersonal and communication skills, both written and verbal, with the ability to provide effective customer service to internal teams and external stakeholders.
- Demonstrated ability to convey information clearly and professionally.
- Ability to work both independently and collaboratively, demonstrating teamwork, adaptability, confidentiality, and initiative.
- Ability to manage multiple tasks and meet deadlines in a fast-paced environment.
- Proficiency in recordkeeping, database management, and office administration.

**COMPENSATION:**

Annual compensation based on experience. Position is a 40-hour work week. Schedule varies, typically evenings hours and can include weekends and occasional holidays. Frequent travel (including overnight travel) is required. May be exposed to secondary tobacco smoke at inspection sites that permit smoking. KHRG employees participate in the Kentucky Employees Retirement System, and are eligible to participate in the Kentucky health, life, and deferred compensation programs.

Pay Range \$58,700 to \$63,700

Send all resumes to me [Cheri.Donovan@ky.gov](mailto:Cheri.Donovan@ky.gov)



4047 Iron Works Parkway  
Lexington, KY 40511  
Phone: (859) 246-2040  
Employment Email: [Cheri.Donovan@ky.gov](mailto:Cheri.Donovan@ky.gov)

## EMPLOYMENT APPLICATION

Please submit the completed application with a current resume attached to the email address above.

### Application information

|                                                                               |                                    |                                     |                                       |
|-------------------------------------------------------------------------------|------------------------------------|-------------------------------------|---------------------------------------|
| Date:                                                                         |                                    |                                     |                                       |
| Full name:                                                                    |                                    |                                     |                                       |
|                                                                               | Last, First M.I.                   |                                     |                                       |
| Address:                                                                      |                                    |                                     |                                       |
|                                                                               | Street address                     |                                     |                                       |
|                                                                               | City                               | State                               | Zip Code                              |
| Home Phone:                                                                   |                                    | Cell Phone:                         |                                       |
| Email:                                                                        |                                    |                                     |                                       |
| Preferred Contact Method:                                                     | Email <input type="checkbox"/>     | Home Phone <input type="checkbox"/> | Cell Phone <input type="checkbox"/>   |
| Position applied for:                                                         |                                    |                                     |                                       |
| Date Available:                                                               |                                    | Desired salary:                     | \$                                    |
| Employment Type:                                                              | Full-Time <input type="checkbox"/> | Part-Time <input type="checkbox"/>  | Temporary <input type="checkbox"/>    |
| Are you a citizen of the United States?                                       | Yes <input type="checkbox"/>       | No <input type="checkbox"/>         |                                       |
| If no, are you authorized to work in the U.S.?                                | Yes <input type="checkbox"/>       | No <input type="checkbox"/>         |                                       |
| Will you now or in the future require sponsorship for employment visa status? | Yes <input type="checkbox"/>       | No <input type="checkbox"/>         |                                       |
| Have you ever worked for KHRG?                                                | Yes <input type="checkbox"/>       | No <input type="checkbox"/>         | If yes, when? <input type="text"/>    |
| Have you ever worked for the Commonwealth of KY?                              | Yes <input type="checkbox"/>       | No <input type="checkbox"/>         | If yes, when? <input type="text"/>    |
| Have you ever been convicted of a misdemeanor or felony?                      | Yes <input type="checkbox"/>       | No <input type="checkbox"/>         | If yes, explain? <input type="text"/> |

## References

Please list three professional references.

|            |       |               |       |
|------------|-------|---------------|-------|
| Full name: | _____ | Relationship: | _____ |
| Company:   | _____ | Phone:        | _____ |
| Address:   | _____ | Email:        | _____ |
| Full name: | _____ | Relationship: | _____ |
| Company:   | _____ | Phone:        | _____ |
| Address:   | _____ | Email:        | _____ |
| Full name: | _____ | Relationship: | _____ |
| Company:   | _____ | Phone:        | _____ |
| Address:   | _____ | Email:        | _____ |

## Disclaimer and signature

I certify that all information provided in this application is accurate to the best of my knowledge. I understand that employment is contingent upon verification of eligibility and, if applicable, successful completion of background checks.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Voluntary Self-Identification (EEO Section)

We are an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age or disability. To help us comply with federal recordkeeping and reporting requirements, we invite you to voluntarily self-identify your demographic information. Your response is voluntary and will not affect your candidacy. You may also select "I do not wish to answer."

Gender ☐ Male ☐ Female ☐ Non-Binary ☐ I do not wish to answer

Race / Ethnicity (select one) ☐ I do not wish to answer

- |                                                                                             |                                                                     |
|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> American Indian or Alaska Native (Not Hispanic or Latino)          | <input type="checkbox"/> Asian (Not Hispanic or Latino)             |
| <input type="checkbox"/> Black or African American (Not Hispanic or Latino)                 | <input type="checkbox"/> Hispanic or Latino                         |
| <input type="checkbox"/> Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) | <input type="checkbox"/> Two or More Races (Not Hispanic or Latino) |
| <input type="checkbox"/> White (Not Hispanic or Latino)                                     |                                                                     |

Veteran Status ☐ Protected Veteran ☐ Not a Protected Veteran ☐ I do not wish to answer