



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, 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 preserve 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 range \$58,700-\$63,700, 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.

WORK COUNTIES INCLUDE: Boone, Bourbon, Campbell, Gallatin, Grant, Harrison, Kenton, Owen, and Pendleton.

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