

# Legal and Compliance Analyst

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Reports to: VP-Finance/Legal

Department: Compliance

Classification: Exempt

Division: JAC

Date: 12/2022

Approved:

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## **JOB SUMMARY:**

Responsibility for contract administration and tracking, corporate and individual regulatory/licensing and product compliance. Primary duties include preparation of contracts for review, approval and execution, preparation of company and individual gaming license applications and coordinate and schedule company travel as required. Other duties include conducting research on compliance issues, organizing files, communication with regulatory agencies, maintaining compliance records to enable JCM American to do business in new jurisdictions and maintain good standing in existing jurisdictions.

## **ESSENTIAL FUNCTIONS:**

1. Prepares Non-Disclosure, Exclusive/Extended Warranty, Purchase and other agreements based on Sales Requests, tracks processing of contracts through execution, and maintains related files;
2. Maintains electronic Master Logs for Non-Disclosure; Exclusive; Authorizations to Duplicate and other agreements;
3. Documents and/or updates department procedures for processing of agreements;
4. Conducts Due Diligence reviews on customers to ensure suitability;
5. Completes corporate and/or individual licensing applications as assigned;
6. Maintains Ardentsky licensing system as needed;
7. Conducts investigations of licensing requirements in various jurisdictions;
8. Completes daily software approvals and shipping notifications in the absence of the Product Compliance Analyst;
9. Prepares reports and correspondence for regulatory agencies as needed;
10. Supports requests for corporate governance documentation
11. Coordinate and schedule travel, to include air, car, hotel for all employees using Concur and other travel systems.

## **ADDITIONAL RESPONSIBILITIES:**

1. Promote Compliance Department as a resource department
2. May assist department managers in preparing for meetings, interviews and presentations.
3. Perform other duties as assigned or needed.

## **EDUCATION AND EXPERIENCE:**

- BS Degree in Law or paralegal certification or equivalent experience a plus.
- Minimum two (2) years experience in gaming compliance environment preferred.
- Experience in ArdentSky compliance software a plus.

## **JOB QUALIFICATIONS:**

- Notary, or ability to obtain notary certification.
- Demonstrate understanding of common legal and contract terminology.
- Ability to work without close supervision but within a collaborative small team.
- Demonstrate verbal and written skills.
- Demonstrate high level organizational skills with focus on attention to detail and meeting deadlines.
- Ability to work effectively and professionally with employees, clients and gaming compliance agencies.
- Willingness to work overtime as needs of projects dictate.

- Ability to utilize computer very effectively, particularly the creation and maintenance of documents, tables, spreadsheets and databases, creation of subdirectories, copying of files to and from removable media, file searches, Microsoft Office Word and Excel and proficiency in the use of web browser for Internet searches.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job typically the employee may sit comfortably to do the work. However, there may be some walking, standing, bending, and recurring carrying of moderately heavy items such as record boxes, binders, mail bins; etc. No special demands are required to perform the work.