P.G.A.

CHOCTAW GAMING COMMISSION
PHONE (601) 656-6038 / FAX (601) 656-6129
MISSISSIPPI BAND OF CHOCTAW INDIANS
P. O. BOX 6045
CHOCTAW, MS 39350

JOB ANNOUNCEMENT #22-00-54

POSITION TITLE:	Inspector (2)
SUPERVISOR:	Site Manager
OPENING DATE:	**NOVEMBER 02, 2016** NOV 0 2 2016
CLOSING DATE:	**NOVEMBER 16, 2016 OR UNTIL FILLED**
SALARY:	Grade 10
LOCATION:	Bok Homa Gaming Commission
TYPE OF EMPLOYMENT:	Regular Full-Time

SCOPE OF WORK

The Inspector is responsible for monitoring the activities of the casinos, hotels, restaurants, and other areas of the licensed premises to ensure compliance with all applicable laws, ordinances, and regulations as set forth by federal legislation, the Indian Gaming Regulatory Act, Tribal-State Compact, Tribal Code and other Tribal Law, and the National Indian Gaming Commission. The incumbent is required to demonstrate a thorough working knowledge of all applicable rules and regulations, as well as the gaming operations and the Minimum Internal Control Standards for each property.

DUTIES AND RESPONSIBILITIES

The responsibilities of the Inspector are as follows:

1. Work regular duty hours as assigned on a shift basis, including weekends and holidays.
2. Make daily entries into daily journal.
3. Prepare and file incident reports as required, including notification to the Manager as appropriate.
4. Upon request, escort through the licensed premises any representative of the Mississippi Gaming Commission, National Indian Gaming Commission, and Alcoholic Beverage Control Division who presents proper credentials.
5. Ensure that all gaming operations are conducted in accordance with applicable laws and regulations.
6. Maintain gaming facility exclusion list.
7. Investigate patron complaints that arise during scheduled shift.
8. Recognize infractions of applicable rules and regulations and take appropriate remedial measures, and notify Lead Inspector/Inspector Manager of infractions.

9. Assist with funds and checks transfers.

10. Work daily with slot technicians.

11. Observe Pit, BV, and Kiosk drops.
12. Monitor gaming and non-gaming areas for compliance of management and associate license requirement.

13. Monitor daily log sheets for sensitive materials (keys, temporary badges, etc) in security, main cage and employee vaults.

14. Verify wide-area progressive jackpots and in-house progress jackpots $100,000 or greater.

15. Visually verify and lock MPU boards for in-house progressive at $100.000 or greater.

16. Escort cage and IT personnel to reboot kiosks.

17. Verify camera coverage for slots and table games as required.

18. Investigate issues utilizing surveillance audio and video coverage.

19. Pick up software deliveries from the Main Office, when notified.

20. Respond to departmental calls and obtain preliminary information for possible investigation.

21. General observation of the gaming and non-gaming areas; report suspicious activity to appropriate departmental staff.

22. Observe table games calibrations.

23. Conduct new slot machine verification process.

24. Observe bingo operations.

25. Ensure Bingo software is accurate.

26. Update late renewal list and conduct follow up.

27. Upon Commission request, investigate formal complaints filed with the Commission.

28. Maintain computer files on gaming devices as needed.

29. Understand and adhere to the Choctaw Gaming Commission Code of Conduct. Each employee will be required to sign an acknowledgement page.

30. Occasional travel.

31. Any other duties as assigned.

QUALIFICATIONS

The qualifications for the Inspector are as follows:

1. 21 years of age or older.
2. At least 2 years of college[1] (Transcripts Required), OR 3years' experience in casino operations, OR experience as an inspector/agent in another gaming jurisdiction.
3. Strong reading, comprehension and analytical skills in order to understand and effectively apply Commission regulations.
4. Strong written and oral communication skills.
5. Working knowledge of computers.
6. Capable of working independently.
7. Must possess personal vehicle covered by a liability insurance policy and hold valid driver's license.
8. The applicant must not have any negative results on the criminal background check that would either (individually or cumulatively) indicate that hiring the applicant would be a detriment to the reputation of the CGC, that indicates a lack of integrity or trustworthiness, or that would limit the applicant's credibility in performing work for a gaming regulatory agency. Further, the applicant must not have a felony conviction in any jurisdiction. The applicant must also meet any requirements for the Commission's issuance of a license to a Resort key employee as set forth in the CGC Regulations.
9. Adhere to Tribal Drug Testing policy.

SPECIAL NOTE: CONFLICTS OF INTEREST

All employees and members of the Choctaw Gaming Commission are subject to the Conflict of Interest provisions of Ordinance 76, attached hereto.

NATIVE AMERICAN PREFERENCE

MBCI adheres to a publicly announced policy and practice of extending preferential treatment to all eligible Native Americans with regard to recruitment, employment, reduction in force, promotion, training, and related employment actions to the maximum extent permitted by applicable law. For purposes of this policy, an eligible "Native American" shall be defined and interpreted to be an enrolled MBCI Member first; descendants of members of the MBCI second; and all other Native American Indians enrolled in a federally recognized tribe third.

MBCI maintains a program of recruiting, training, and upgrading Native Americans, and to the extent that funding permits, shall provide pre-employment and pre-promotion training for eligible Native Americans

[1] A 4-year degree is preferred. Further, the incumbent must be able provide transcripts for high school and college courses upon the request of the Commission.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350

MISSISSIPPI BAND OF CHOCTAW INDIANS
101 Industrial Road
Choctaw, MS 39350

ORDINANCE NO. 76

AN ORDINANCE AMENDING AND ENACTING CONFLICT OF INTEREST PROVISIONS GOVERNING CHOCTAW GAMING COMMISSION MEMBERS AND EMPLOYEES

WHEREAS, the Revised Constitution and Bylaws of the Mississippi Band of Choctaw Indians, Article VIII, Sections 1(c) and (o) empowers the Choctaw Tribal Council to "establish procedures for the conduct of all tribal government and business operations" and "establish policies relating to tribal economic affairs," and

WHEREAS, the Choctaw Tribal Council by Ordinance No. 16-00 enacted April 9, 1996, established rules and procedures regarding conflicts of interest relevant to Choctaw Gaming Commission members and employees, and members of their immediate families, and

WHEREAS Section 15-1-21 of the Tribal Code empowers the Choctaw Gaming Commission to propose amendments to Title XV of the Tribal Code, subject to review and approval by the Tribal Council, and

WHEREAS, the Choctaw Gaming Commission deems it necessary and desirable to propose substantive amendments to the conflict of interest provisions, and

WHEREAS, the Committee on Judicial Affairs and Law and Order has reviewed the proposed amendments to the conflict of interest provisions and recommends their approval, and

WHEREAS, the Tribe's legal counsel working with the Choctaw Attorney General's office and National Indian Gaming Commission ("NIGC") counsel have recently completed revisions to the Tribe's Gaming Ordinance, and

WHEREAS, in the course of that work the Tribe's legal counsel determined (and NIGC has concurred) that the Tribe would be better served if the provisions of the existing gaming ordinance which address conflicts of interest (Sec. 15-1-4) were removed from the gaming ordinance and addressed in a separate Tribal Ordinance so that NIGC approval will no longer be required regarding future amendments thereto, and NIGC has concurred that this is permissible under the Indian Gaming Regulatory Act ("IGRA"), and

WHEREAS, it is in the best interest of the Tribe to remove the conflict of interest provisions previously designated as Section 15-1-4 of the Gaming Ordinance and to enact those provisions in this separate Ordinance,

Now, therefore, be it

RESOLVED, that the Choctaw Tribal Council does hereby approve the removal of the conflict of interest provisions previously designated as Section 15-1-4 of the Tribe's Gaming Ordinance and does hereby replace the conflict of interest provisions and enact those provisions in this separate Ordinance in the form attached hereto.

CERTIFICATION

I, the undersigned, as Secretary-Treasurer of the Mississippi Band of Choctaw Indians, certify that the Tribal Council of said Band is composed of 16 members (1 seat vacant), 16 of whom, constituting a quorum, were present at a Regular Call meeting duly called, noticed, convened, and held this the 12th day of April, 2016; and, that the foregoing Ordinance was duly enacted by a vote of 15 members in favor, 0 opposed and 1 abstaining.

Dated this 12th day of April, 2016

ATTEST:

Phyliss J. Anderson, Tribal Chief

Stella Willis, Secretary-Treasurer

CONFLICT OF INTEREST PROVISIONS GOVERNING CHOCTAW GAMING COMMISSION MEMBERS AND EMPLOYEES

(1) No member or employee of the Choctaw Gaming Commission ("Commission") shall solicit, accept or receive any gift, gratuity, emolument or employment from any person, officer, agent or employee of a gaming entity, supplier or contractor, an applicant for a work permit or license, or a holder of a work permit or license who is subject to the provisions of Title XV of the Tribal Code or regulations promulgated pursuant to Title XV by the Commission. If a Commission member or employee of the Commission receives any gift under circumstances not allowing him or her to return such gift, the gift shall be donated to an appropriate tribal charitable organization or program. The Commission shall maintain a log indicating the nature of this gift, the entity to which the Commission sends the gift, and the date on which the Commission sends the gift to the entity.

(2) No Commission member or employee shall solicit, request from or recommend, directly or indirectly, to any gaming entity, supplier, contractor or applicant subject to Title XV or regulations promulgated pursuant to Title XV by the Commission or to any officer, agent or employee thereof, the appointment of any person to any place of position of employment.

(3) No person subject to regulation under Title XV of the Tribal Code or regulations promulgated pursuant to Title XV by the Commission may offer to any member of the Commission, or to any person appointed or employed by the Commission any gift, gratuity, emolument or employment.

(4) No member or employee of the Commission may work for any Tribal gaming entity, contractor or supplier during such appointment or employment or for a period of one year after termination of their appointment to or employment with the Commission, without (in the case of Commissioners) approval by the Tribal Council, or (in the case of employees) approval by the Commission.

(5) No Commission member or employee of the Commission, or member of their immediate family shall receive any payment for the purpose of obtaining or maintaining a gaming management contract, or any license or work permit.

(6) No Commission member or employee of the Commission or member of the Tribal Council or member of their immediate family shall be an owner, partner, beneficiary, shareholder, director, officer or employee of any entity holding a management contract for any Mississippi Band of Choctaw Indians Tribal gaming operations.

(7) No person may be appointed or serve as a Commissioner or as an employee of the Commission while holding any position of employment with any gaming enterprise or gaming supplier or contractor; nor may such person be appointed or serve as a Commissioner or be hired or work as a Commission employee while any member of their immediate family living in the same household holds any position of employment with a gaming enterprise, supplier or contractor. Likewise, any immediate family member of a Commissioner or Commission employee living in the same household with that Commissioner or Commission employee is ineligible to receive a work permit or gaming license from the Commission and may not be hired or work as an employee of any gaming enterprise, supplier or contractor.

(8) Commission members and employees of the Commission and members of their immediate families are prohibited from participating in any games of chance offered by any gaming entity on the Choctaw Indian Reservation for the duration of their term or period of employment with the Commission.

(9) For purposes of this section "immediate family" is defined as son(s), daughter(s), step-son(s) or step-daughter(s) or a spouse or spouse recognized by common law.

(10) Commission member and employees shall recuse themselves from participation in any action, investigation, or proceeding in which their impartiality might be questioned by a reasonable person knowing all the circumstances including, but not limited to instances where:

(a) the Commission member or employee has a personal bias or prejudice concerning a party or issue involved in the action, investigation or proceeding;

(b) the action, investigation or proceeding involves a member of the immediate family of the Commission member or employee or involves an individual or party with which the Commission member or employee has a fiduciary relationship; or

(c) the action, investigation or proceeding involves an individual or party with which the Commission member or employee has a financial relationship or involves an interest in which the Commission member or employee has a financial interest.