



CHOCTAW GAMING COMMISSION

PHONE: (601)656-6038 / (601)656-6129

MISSISSIPPI BAND OF CHOCTAW INDIANS

P.O. BOX 6045

CHOCTAW, MS 39350

JOB ANNOUNCEMENT #377350

POSITION TITLE: Regulatory Compliance Officer

SUPERVISOR: Chairperson

OPENING DATE: **JULY 01, 2021**

CLOSING DATE: **JULY 15, 2021 OR UNTIL FILLED**

LOCATION: Choctaw Gaming Commission

SALARY: Grade 14

TYPE OF EMPLOYMENT: Regular Full-time

Scope of Work:

The Compliance Officer is to ensure the Choctaw Gaming Commission's regulations adhere to all required Tribal Ordinances and Resolutions, the Tribal-State Compact, and any Federal laws and regulations that apply to tribal gaming. The incumbent is also required to review violation reports and requests for approval to amendments made by the gaming properties on their minimum internal control standards. The Incumbent is also named the Local Agency Security Officer (LASO) with the Choctaw Gaming Commission (CGC), National Indian Gaming Commission (NIGC) and the Federal Bureau of Investigations (FBI) regarding protection of the Criminal History Record Information (CHRI) received through the FBI's Criminal Justice Information System (CJIS).

Responsibilities and Duties:

1. Maintain files of all resource data that applies to Indian gaming; and specifically, those that govern the gaming operations owned by the Mississippi Band of Choctaw Indians. This includes Minimum Internal Controls for each gaming facility; Tribal Ordinances and Resolutions since the inception of gaming by the Mississippi Band of Choctaw Indians, Tribal-State Compact, and all federal regulations governing Class II and Class III Indian Gaming.
2. Recommend revisions or amendments to the Choctaw Gaming Commission Regulations as needed. Conduct reviews every two years on the regulations.

3. Review all requests for approval and/or amendments to the Minimum Internal Control Standards from each gaming operations conducting and communicating with appropriate casino staff.
4. Monitor each gaming facility's Minimum Internal Controls to assure compliance with established policies and procedures. Collaborate and coordinate with the Inspector Managers on findings.
5. Review reports of all violations of Choctaw Gaming Commission regulations, Federal, Tribal-State Compact, Tribal Ordinances or Minimum Internal Control Standards committed by the any of the tribe's gaming facilities or its personnel and make recommendations to the Commission for remediation.
6. Maintain a database on all reported violations and the disposition of each. Working closely with the Regulatory Compliance Analysts and Inspector Managers for verification of regulatory violations as they are discovered.
7. Attend and or conduct scheduled meetings and trainings.
8. Responsible for keeping up to date on the CJIS/CHRI information bulletins received from the NIGC or FBI, policies and procedures, and sharing with the Commissioners, Licensing staff and Background Investigator with new information.
9. Submit weekly written report of activities to the Commission.
10. Occasional travel for training required.
11. Other duties as assigned by the Chairman or designee.

Qualifications:

1. A Bachelor's Degree in Business Administration or related field with five years of work experience as a program director or manager. Transcript required.
2. Knowledge of how Federal regulations are promulgated and passed into law, and how Tribal ordinances, resolutions and policies influence local gaming operations required.
3. Must be a self-motivating individual, who will meet deadlines and functions efficiently and effectively with multiple tasks. Time management is important.
4. Must be able to communicate well, orally and in written form.
5. Must be competent in Excel, Word, Access, and PowerPoint software, and must be able to learn operation of special software developed for the department.
6. Must possess a personal vehicle, a valid driver's license and proof of liability insurance.

Special Note:

All employees and members of the Choctaw Gaming Commission are subject to the Conflict of Interest Provision of Restated Title 15, Section 15 1-4 of the Choctaw Tribal Code.

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 persons(s) who are not members of MBCI only when to qualified member of MBCI, who has applied for the position, can be trained up 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