



CHOCTAW GAMING COMMISSION

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

MISSISSIPPI BAND OF CHOCTAW INDIANS
P.O. BOX 6045
CHOCTAW, MS 39350

job announcement #535350

POSITION TITLE: Gaming Enforcement Agent
SUPERVISOR: Choctaw Gaming Commission Chairperson
OPENING DATE: OCTOBER 24, 2022 **OCT 24 2022**
CLOSING DATE: NOVEMBER 07, 2022 OR UNTIL FILLED
SALARY: Grade 14
TYPE OF EMPLOYMENT: Non-Exempt

SCOPE OF WORK

As directed by the Choctaw Gaming Commission Chairwoman or her designee, the Gaming Enforcement Agent shall investigate violations of gaming laws and regulations and assist law enforcement authorities in the prosecution of gaming offenses or other crimes committed against the Tribe's casinos. The Gaming Enforcement Agent shall also have ultimate responsibility for determining the suitability of applicants for all gaming licenses and/or work permits in 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 Gaming Enforcement Agent shall also supervise Background Investigators.

DUTIES AND RESPONSIBILITIES

The responsibilities of the Gaming Enforcement Agent are as follows:

1. Must have a thorough working knowledge of and be able to apply the Choctaw Gaming Commission Regulations, Minimum Internal Control Standards for each facility, Tribal-State Compact, pertinent provisions of the Tribal Code and other relevant tribal law, the Indian Gaming Regulatory Act and regulations promulgated pursuant thereto, and other pertinent state and federal law.
2. Supervise the work of the Background Investigator(s) and assume ultimate responsibility for the issuance of gaming licenses and work permits in conformity with controlling law and regulations. When necessary, analyze results from criminal and financial background investigation reports and conduct personal interviews when appropriate in order to make final eligibility determinations.
3. Conduct routine inspections of licensed gaming establishments and facilities to ensure compliance with gaming laws and regulations.

4. At the direction of the Choctaw Gaming Commission Chairwoman or her designee, conduct special investigations of licensed gaming establishments and facilities to ensure compliance with laws and regulations related to the distribution of gaming devices as well as the operation and conduct of gaming activities; and if violations exist, to discover and report such violations to the Choctaw Gaming Commissioners. As assigned by the Choctaw Gaming Commission Chairwoman or her designee, employ sophisticated investigative techniques to identify and document activities related to violations of gaming laws and regulations and assist in developing cases for referral to law enforcement and prosecutorial authorities.
5. Assist Choctaw Gaming Commissioners and work with law enforcement authorities in facilitating in the investigation, prevention, and detection of violations of gaming laws and/or crimes relating to gaming activity or the regulation of such activity.
6. Prepare and complete detailed written records and reports on incidents and investigations.
7. Serve as a liaison for the Choctaw Gaming Commission with Choctaw, state, and federal law enforcement agencies with regard to gaming offenses that are criminal violations.
8. Perform related or similar duties as required or assigned.
9. Keep all Commission files, data, and records confidential, including taking all necessary precautions in internal communications to safeguard such information.
10. Understand and apply MBCI Personnel Policies and the Choctaw Gaming Commission Code of Conduct.
9. Occasional evening and weekend hours are to be expected.
10. Occasional travel required.
11. Other duties as assigned by the Chairwoman or her designee.

QUALIFICATIONS

Every applicant must submit a resume and official copies of all high school and college transcripts.

The qualifications for the Gaming Enforcement Agent are as follows:

1. 25 years of age or older.
2. Associate's degree from an accredited college or university (Bachelor's degree preferred).
3. Five (5) years of experience related to the described duties. Experience in the gaming industry strongly preferred.

4. Five (5) years of experience in law enforcement, preferably as a certified law enforcement officer.
5. Must possess a thorough working knowledge of the criminal justice system.
6. Comprehensive knowledge of applicable gaming law and CGC regulatory procedures/standards or ability to quickly understand and apply such laws and procedures/standards.
7. Ability to analyze results of background investigations, interpret legal and law enforcement terminology, and conduct research, as necessary, to determine implications of information obtained from background investigation reports.
8. Ability to recognize sensitive information and keep it confidential, consistent with controlling law and CGC regulations.
9. Ability to maintain a professional demeanor while performing duties such as conducting interviews and interrogations, testifying in court or administrative hearings, and interacting with law enforcement agencies.
10. Ability to organize and utilize resources to achieve results within defined specifications and in a timely manner.
11. Ability to handle multiple issues and projects concurrently and effectively prioritize tasks in order to meet timelines.
12. Must possess personal vehicle covered by a liability insurance policy and hold a valid driver's license.
13. 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.

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.

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