



## CHOCTAW GAMING COMMISSION

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

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

### JOB ANNOUNCEMENT #230350

**POSITION TITLE:** Inspector (2)

**SUPERVISOR:** Inspector Manager

**OPENING DATE:** FEBRUARY 23, 2023 FEB 23 2023

**CLOSING DATE:** MARCH 09, 2023 OR UNTIL FILLED

**SALARY:** Grade 10

**LOCATION:** Bok Homa Gaming Office

**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. Follow Health and Safety Policies
2. Work regular duty hours as assigned on a shift basis, including weekends and holidays.
3. Make daily entries into daily journal.
4. Prepare and file incident reports as required, including notification to the Manager as appropriate.
5. 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.
6. Ensure that all gaming operations are conducted in accordance with applicable laws and regulations.

7. Maintain gaming facility exclusion list.
8. Investigate patron complaints that arise during scheduled shift.
9. Recognize infractions of applicable rules and regulations and take appropriate remedial measures and notify Lead Inspector/Inspector Manager of infractions.
10. Assist with funds and checks transfers.
11. Work daily with Slot Technicians.
12. Observe Pit, BV, and Kiosk Drops.
13. Monitor gaming and non-gaming areas for compliance of management and associate license requirement.
14. Monitor daily log sheets for sensitive materials (keys, temporary badges, etc.) in Security, Main Cage, and Employee Vaults.
15. Verify Wide-Area Progressive Jackpots and In-House Progressive Jackpots \$100,000 or greater.
16. Visually verify and lock MPU boards for In-House Progressive Jackpots \$100,000 or greater.
17. Escort Cage and IT personnel to reboot Kiosks.
18. Verify camera coverage for Slots and Table Games as required.
19. Investigate issues utilizing Surveillance audio and video coverage.
20. Pick up software deliveries from the Main Office, when notified.
21. Respond to departmental calls and obtain preliminary information for possible investigation.
22. General observation of the gaming and non-gaming area; report suspicious activity to appropriate departmental staff.
23. Observe Table Games calibrations.
24. Conduct new slot machine verification process.
25. Observe Bingo operations.
26. Ensure Bingo software is accurate.
27. Update late renewal list and conduct follow up.
28. Upon Commissioners request, investigate formal complaints filed with the Commission.

29. Maintain computer files on gaming devices as needed.
30. Understand and adhere to the Choctaw Gaming Commission Code of Conduct. Each employee will be required to sign an acknowledgement page.
31. Occasional travel and training.
32. 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 (Transcripts required), OR 3 years' 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 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:**

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 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