



CHOCTAW GAMING COMMISSION

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

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

JOB DESCRIPTION #574350

POSITION TITLE: IT Support Technician
SUPERVISOR: Chairperson
OPENING DATE: MARCH 17, 2023 MAR 17 2023
CLOSING DATE: MARCH 31, 2023 OR UNTIL FILLED
SALARY: Regular, Full-time, Non-Exempt
JOB LOCATION: Choctaw Gaming Commission

SCOPE OF SERVICE:

The IT Support Technician for the Choctaw Gaming Commission (CGC) is responsible for CGC communications systems and networks, internet service, and phone system. The IT Support Technician will provide support and ensure compliance with the Criminal Justice Information (CJIS) system requirements. IT Support Technician will also provide basic desktop and office support for CGC staff. IT Support Technician will be responsible for opening and escalating IT support tickets opened with Mississippi Band of Choctaw Indians' (MBCI) IT helpdesk on behalf of CGC staff. The incumbent will be the on-site contact for technical and compliance issues.

DUTIES AND RESPONSABILITIES:

1. Stay up to date with all CJIS requirements for CGC and work with internal and external staff to ensure compliance.
2. Respond to end-user assistance requests from CGC staff and provide first level support in person, via phone, or remotely.
3. Accurately log all calls made to MBCI IT Help Desk for follow-up.
4. Become familiar with available help resources and fundamental operations of commonly used software, hardware, and other equipment.
5. Understanding CGC Local Area Networks (LAN) design. Including source of internet access, location of networking equipment, and physical connections. Excluding areas maintained by CRDE IT or MBCI IT.
6. Learn and understand CGC phone system needs and requirements for end users. Serve as point of contact for any phone related issues for vendors and/or IT support.
7. Identify and escalate situations requiring urgent attention and redirect problems to appropriate resource if beyond skill set. Routinely follow up on escalated issues to insure they are not forgotten.

8. Instruct users in the use of computer hardware/software and other electronic office equipment. Such as printers, Microsoft Office, and email connections.
9. Ensures compliance with security guidelines.
10. Ensure compliance with CJIS guidelines.
11. Maintain current and accurate technology hardware inventory list; including, but not limited to, number of phones with serial numbers, number of PCs and service tags, laptops, iPads, cell phones, and other peripherals such as mice and keyboards.
12. Assist in ensuring compliance with all license and software agreements.
13. Investigate possible recent technologies to enhance productivity.

QUALIFICATIONS:

1. 21 years of age or older.
2. A BS degree in telecommunications or related field, TRANSCRIPT REQUIRED.
3. Ideally, an applicant would possess a minimum of 1 year experience in installation and maintenance of a related field in IT, and/or Telecommunications. Preference given to a combination of education and experience.
4. Organized, punctual, and gives attention to detail.
5. Experience using Microsoft Office suite of products. (Outlook, Word, Excel, Teams, and Access)
6. Experience using Microsoft Windows 10 or Microsoft Windows 11.
7. Experience with desktop hardware support preferred.
8. Experience with downloading and applying Windows updates and security patches.
9. Preference given to CompTIA ITF+ and/or CompTIA A.
10. Required to travel to any remote locations were CGC staff are working. This can include, but not limited to, Bok Homa casino.
11. Ability to accurately interpret Tribal, Federal, and State rules, ordinances, laws, regulations, and policies.
12. Demonstrated ability to relate well and communicate effectively with professionals and non-professionals.
13. Adequate personal transportation, valid Mississippi Driver License, and liability insurance.
14. Ability to abide by MBCI's Drug- and Alcohol-Free Workplace policy.
15. Ability to satisfy MBCI's comprehensive background investigation and adjudication policy.
16. Preference will be extended to qualified Choctaw/Native American applicants.

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

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

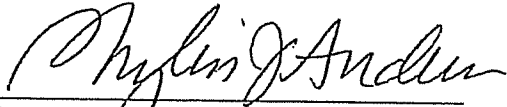
RESOLVED, that the Choctaw Tribal Council does hereby approve the removal of the conflict of interest provisions previously designated as Section 15-1-4 of the Tribe's Gaming Ordinance and does hereby replace the conflict of interest provisions and enact those provisions in this separate Ordinance in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

CERTIFICATION

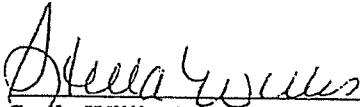
I, the undersigned, as Secretary-Treasurer of the Mississippi Band of Choctaw Indians, certify that the Tribal Council of said Band is composed of 16 members (1 seat vacant), 16 of whom, constituting a quorum, were present at a Regular Call meeting duly called, noticed, convened, and held this the 12th 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:



Phyllis 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.