



CHOCTAW GAMING COMMISSION

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

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

JOB ANNOUNCEMENT #039350

POSITION TITLE: Background Investigator

SUPERVISOR: Choctaw Gaming Commission Chairperson

OPENING DATE: NOVEMBER 14, 2023 **NOV 14 2023**

CLOSING DATE: NOVEMBER 28, 2023 OR UNTIL FILLED

SALARY: Grade 12

TYPE OF EMPLOYMENT: Non-Exempt; Regular Full-Time

SCOPE OF WORK

The Background Investigator is responsible 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.

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, and the Indian Gaming Regulatory Act and regulations promulgated pursuant thereto.
2. Thoroughly review each application for employee gaming license/work permits and vendor licenses, and gather all relevant background information required to make a suitability determination on each applicant. Analyze results from criminal and financial background investigation reports received, conduct personal interviews when appropriate, and determine applicant's suitability for a gaming license/work permit on the basis of controlling law and regulations.
3. Ability to conduct investigations, including interviews, involving casino employees, while maintaining strict confidentiality and safeguarding sensitive and proprietary information.
4. Responsible for entering suitability decisions into and maintaining department database of all licensees/permittees.

5. Timely provide requisite information on all suitable applicants to the Licensing Officer in preparation for issuance of all gaming licenses/work permits.
6. Meet weekly with the Chairperson and Associate Commissioners to provide written reports of activities.
7. Keep all Commission files, data, and records confidential, including taking all necessary precautions in internal communications to safeguard such information.
8. 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 Chairperson or his/her designee.

QUALIFICATIONS

The qualifications for the Background Investigator are as follows:

1. 21 years of age or older.
2. At least two (2) years of college-level coursework, with emphasis in criminal law and/or law enforcement training, OR at least three (3) years' experience handling background investigations, including interviewing of candidates, strongly preferred.
3. Comprehensive knowledge of CGC Regulatory procedures/standards or ability to quickly understand and apply such procedures/standards. Previous experience working with a law enforcement operation strongly preferred.
4. Demonstrated interviewing skills.
5. 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.
6. Strong reading, comprehension and analytical skills in order to understand and effectively apply controlling law and regulations.
7. Excellent written and oral communication skills.

8. Working knowledge of computer; experience in using Excel and Microsoft Word software is required.
9. Ability to manage multiple projects and meet deadlines.
10. Must possess personal vehicle covered by a liability insurance policy and hold a valid driver's license.
11. 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 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