



CHOCTAW GAMING COMMISSION

MISSISSIPPI BAND OF CHOCTAW INDIANS

P.O. BOX 6045

CHOCTAW, MS 39350

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

JOB ANNOUNCEMENT #256350

POSITION TITLE: Lead Inspector (Bok Homa Casino)
OPENING DATE: FEBRUARY 26, 2026 ~~FEB 26 2026~~
CLOSING DATE: MARCH 12, 2026 OR UNTIL FILLED
SALARY: Grade 14
SUPERVISOR: Inspector Manager
TYPE OF EMPLOYMENT: Regular Full-Time

LOCATION: Bok Homa Casino Choctaw Gaming Commission Office

SCOPE OF WORK

The Lead Inspector is responsible, during any given shift, for working as an Inspector, and in addition, for coordinating the activities of the Choctaw Gaming Commission's Inspectors in order to ensure the compliance of the casinos, hotels, restaurants, and other areas of the licensed premises comply 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.

DUTIES AND RESPONSIBILITIES

The responsibilities of the Lead Inspector are as follows:

1. General monitoring of the gaming and non-gaming areas; report any non-compliance or suspicious activity to the Inspector Manager and appropriate departmental staff.
2. Provide leadership, assistance, and be a resource to Gaming Inspector staff.
3. Assist the training of Gaming Inspectors with updates and new staff.
4. Work regular duty hours as assigned on a shift basis, including weekends and holidays.
5. Assist Inspector Manager with Inspectors' projects and activities to ensure efficient performance.
6. Assist Inspector Manager to communicate Inspectors' submissions of payroll processing.
7. Understand and adhere to the Choctaw Gaming Commission Code of Conduct. Each employee will be required to sign an acknowledgement page.
8. Immediately report violations of regulatory standards to the Inspector Manager/ Commissioners.
9. Prepare and submit completed inspection reports.
10. Review Daily Activities Checklist of routine tests and report any non-compliances.
11. Escort funds and checks transfers (Money Transfers) over \$25,000.
12. Escort deliveries of Dice, Playing Cards, and Bingo Cards to the card room when taken off the truck and verified.
13. Work daily with slot technicians.

14. Observe Pit, BV, and Kiosk drops.
15. Monitor gaming and non-gaming areas for compliance of management and associate licensure requirements.
16. Notify casino supervisor of casino staff on renewal list, conduct follow-up, and update CGC office.
17. Monitor daily log sheets for sensitive materials (keys, temporary badges, etc.) in security, main cage and employee vaults.
18. Verify wide area progressive jackpots and in-house progress jackpots \$100,000 or more.
19. Visually verify and lock MPU boards for in-house progressive at \$100,00 or greater.
20. Escort cage and IT personnel to reboot kiosks.
21. Verify camera coverage for slots and table games as required.
22. Pick up software deliveries from the Main Office when notified.
23. Coordinate, verify, and/or monitor destruction of obsolete table games, playing cards, dice, voided slot tickets, accounting documents for shredding from all CRDE properties.
24. Observe table games calibrations.
25. Conduct new slot machine verification process.
26. Observe bingo operations.
27. Ensure Bingo software is accurate.
28. Respond to casino departments' calls and obtain preliminary information for possible investigation.
29. Issue hearing request information for any patron complaints that arise.
30. Investigate issues utilizing surveillance audio and video coverage.
31. Upon Commission request, investigate formal complaints filed with the Gaming Commission.
32. Maintain computer files on gaming devices as needed.
33. Prepare and file incident reports as assigned or required, including notification to the Manager/Commissioners as appropriate.
34. Upon notice, 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.
35. Ensure that all gaming operations are conducted in accordance with applicable laws and regulations.
36. Maintain gaming facility exclusion lists.
37. Attend scheduled meetings, especially mandatory meetings and training sessions.
38. Recognize serious infractions or applicable rules and regulations and take appropriate remedial measures and notify Manager/Commissioners of such infractions.
39. Any other duties as assigned by Inspector Manage or Commissioners.

QUALIFICATIONS

The qualifications for the Inspector are as follows:

1. High School Diploma or GED equivalent, with preference for at least 2 years of college
2. Previous experience as a Gaming Inspector.
3. Must have Certification on gaming industry standards, compliance testing and verification procedures, and regulatory requirements for electronic gaming machines and systems.
4. Strong reading, comprehension and analytical skills in order to understand and effectively apply Commission regulations.
5. Strong written and oral communication skills.
6. Working knowledge of personal computers operation, especially with Word, Excel and other Microsoft software, and operate custom processing computer applications.
7. Capacity to work independently and manage Inspectors.
8. Understand and adhere to the Choctaw Gaming Commission Code of Conduct. Each employee will be required to sign an acknowledgement page

9. Possess a personal vehicle covered by a liability insurance policy and hold a valid driver's license.
10. Must be able to clear background review to be suitable for employment and pass a pre-employment drug test. 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
11. Adhere to Tribal Drug testing policy.

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.

NATIVE AMERICAN PREFERENCE

MBCI adheres to a publicly announced policy and practice of extending preferential treatment to all eligible Native Americans with regard to recruitment, employment, reduction in force, promotion, training, and related employment actions to the maximum extent permitted by applicable law. For purposes of this policy, an eligible "Native American" shall be defined and interpreted to be an enrolled MBCI member, first: descendants of members of the MBCI, second; and all other Native American Indians enrolled in a federally recognized tribe, third.

MBCI maintains a program of recruiting, training, and upgrading Native Americans, and to the extent that funding permits, shall provide pre-employment and pre-promotion training for eligible Native Americans to help achieve its goal of ensuring maximum Native American employment in all levels of the workforce, including management.

Notwithstanding this Native American preference, MBCI will employ non-MBCI members only when no qualified member of MBCI 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, and 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 for which the non-MBCI 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 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