



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Compliance Officer (Gaming Commission) (1) - Full Time Regular

Summary: This position conducts operational audits, inspections, and investigations to ensure that all licensed Gaming Facilities are in compliance with the Tribal Gaming Ordinance, Indian Gaming Regulatory Act, the Tribal – State Compact, and all other applicable laws, rules, and regulations.

Employment Qualifications: Minimum Necessary Qualifications -

- High School Diploma or GED equivalent; and
- Work experience of three (3) or more years within a casino gaming department and/or gaming regulatory agency (or a combination of) during which the incumbent acquired skills or familiarity with gaming equipment/systems, gaming rules, and accounting practices; and
- Investigation and report writing skills required; and
- Understanding and comprehension of all relevant Title 31/Anti-Money Laundering, law and regulation, gaming audits and casino operations; and
- The technical skills of an intermediate user of MS Office software, computers, and office equipment; and
- Superior performance in the selection process as determined at the sole discretion of the LRBOI Hiring Manager, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy.

Indian Preference applies in accordance with Ordinance #15-600-02

Pay Level: NE 9

Hiring Range: \$15.87 - \$19.86 – Commensurate with Verified Qualifications

Background Check: Extensive **Remote Work Eligible:** No

Status: Non-Exempt Hourly/Bi-weekly Pay

Application Instructions:

Obtain an application form and a copy of the position description by contacting Human Resources at:
LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
phone: (231) 398-6859; Email: aliciaknapp@lrboi-nsn.gov.

To apply please submit **required documents** as listed: **completed LRBOI application, cover letter, resume, copy front/back of Driver License and copy front/back of Tribal ID (if applicable)**; to:
LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
Email: aliciaknapp@lrboi-nsn.gov. Fax: 231-331-1233

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following; any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and passing an extensive background investigation prior to employment and shall maintain that

standard throughout employment in accordance with the provisions of Chapter 7 of the Gaming Commission regulations, and successfully completing a 90-day introductory period.

Incomplete submissions will not be considered.

For further information, please contact the LRBOI HR Department.

Tribal Member Posting Period – 10/27/2021 through 11/11/2021

General Posting Period – Subject to outcome of Tribal Member selection process.