



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

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

Pay Level: NE 11 **Hiring Range:** \$20.76 - \$25.54 – **Commensurate with Verified Qualifications**

Status: Non-Exempt Hourly/Bi-weekly Pay

Background Check: Extensive

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

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 discretion of the LRBOI Hiring Team, 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.

Duties and Responsibilities:

1. Applies a complex body of Tribal and federal law for the regulation of Tribal gaming.
2. Conducts operational audits, inspections, and investigations to ensure compliance with the Tribal Gaming Ordinance, Indian Gaming Regulatory Act, the Tribal-State Compact, and all other applicable laws, rules, and regulations.
3. Inspects gaming devices and associated equipment, verifying devices are compliant to approved devices.
4. Examines casino patron disputes to determine if further investigation is warranted.
5. Completes detailed written reports of all audits, inspections, and investigations.
6. Maintains record of new developments of gaming and makes recommendations to ensure compliance.
7. Maintains comprehensive records of all activities and matters within scope of Compliance Department.
8. Maintains the highest level of confidentiality regarding Gaming Commission activities and all information obtained while fulfilling the duties and responsibilities of the Gaming Commission.
9. Deals with the public, gaming operation employees, and other agencies in a professional and courteous manner. Communicates effectively in writing and orally, presents to large groups.
10. Works flexible hours to include on-call, overtime, holidays, and weekends.

11. Maintains working knowledge of all federal and Tribal laws, rules, and regulations regarding gaming activities, including by way of example the Gaming Ordinance, the Tribal-State Compact, Indian Gaming Regulatory Act, System of Internal Controls (SICS), Minimum Internal Controls (MICS), the departmental policies and procedures of the gaming operation, and regulations of Gaming Commission.
12. Attends Gaming Commission meetings and hearing as directed.
13. All other position related duties as assigned.

Other Skills and Abilities:

During the course of employment, the employee will consistently utilize and demonstrate strong verbal and written communication skills, strong organizational skills, strong presentation skills, strong project management skills, strong reasoning and judgment skills, strong interpersonal and teamwork skills, a heightened attention to detail and accuracy, the ability to work cooperatively with other departments, the ability to work independently and manage multiple tasks, and a commitment to confidentiality.

Supervisory Responsibilities:

None.

Physical Demands:

Sitting for long periods of time, frequent walking, and occasional reaching, bending, kneeling, or stretching is to be expected. The nature of the work also involves manual dexterity to operate office equipment and while keyboarding. An employee will need normal or corrected to normal range of sight and hearing and will carry work related materials up to twenty-five (25) pounds.

Working Environment:

Work is performed in a variety of physical environments to include a climate-controlled office or casino, the outdoors, and/or a warehouse. The employee may be periodically subjected to all weather types. The employee's work schedule may periodically need to be flexible and adjusted according to business needs. The employee must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. Occasional overnight or local travel will be necessary to attend meetings or trainings.

Application Instructions:

Obtain an application form (online fillable at lrboi-nsn.gov) under "Employment" 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: apply@lrboi-nsn.gov ATTN: HR

To apply please submit **completed LRBOI application, and copy front/back of Tribal ID (if applicable)**; to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
Email: apply@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 background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period. Must be able to meet the standards for employment in accordance with the Gaming Commission Employee Background Investigation Policy and shall maintain that standard throughout employment.

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Removal – Until Filled