



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Compliance Officer - Gaming Commission – FT - 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; 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 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 Grade: NE9

Hiring Wage: \$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, copies of any licensures/certifications relevant to this position, copy front/back of Driver License and copy front and 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.

Incomplete submissions will not be considered.

For further information, please contact the LRBOI HR Department.

Posted – 10/26/2022

Removal – 11/09/2022