

GAMING COMMISSION CHAIRMAN

JOB POSTING

The Jena Band of Choctaw Indians is seeking to hire a Gaming Commission Chairman. The Chairperson is responsible for ensuring that all gaming activity conducted on Tribal land is regulated in a manner that adequately protects the Tribe, the patrons, employees, and any other person(s) that visit or game in the Gaming Operations. The Chairperson must ensure that all Gaming Operations on Tribal land are operated in compliance with all federal laws, Tribal laws, and applicable state laws. The Chairperson is to ensure that all work performed by the JBCI Gaming Commission is done with professionalism and with an open, impartial mind. The Chairperson must also ensure that all decisions rendered by the JBCI Gaming Commission are regulatory based and that those said decisions were concluded with the Indian Gaming Regulatory Act (hereinafter, "IGRA") as the origin point. The Chairperson's duties include ensuring that the Tribe's assets and the IGRA are always protected. Indian Country and its people built IGRA, which Gaming Commissioners should honor and uphold in all instances, as the foundation of Indian Gaming.

PLEASE READ THE FULL ANNOUNCEMENT FOR ALL SPECIFICATIONS AND REQUIREMENTS OF THIS JOB. APPLICATIONS ARE BEING ACCEPTED THROUGH MAY 23, 2022. Please submit a resume inclusive of all your work experience and a JBCI Application. Application must be received or postmarked by May 23, 2022. Send to JBCI GAMING CHAIR, C/O Mr. Ronald Davis, P.O. Box 14, Jena, LA 71342, email to rdavis@jenachoctaw.org, or bring in person to the corporate administration office in Trout, LA.

GAMING COMMISSION CHAIRMAN

JOB DESCRIPTION

SUMMARY

The Gaming Commission Chairperson (hereinafter, "Chairperson") directs and supervises the day-to-day operations of the Jena Band of Choctaw Indians' Gaming Commission (hereinafter, "JBCI Gaming Commission"). The Chairperson is responsible for ensuring that all gaming activity conducted on Tribal land is regulated in a manner that adequately protects the Tribe, the patrons, employees, and any other person(s) that visit or game in the Gaming Operations. The Chairperson must ensure that all Gaming Operations on Tribal land are operated in compliance with all federal laws, Tribal laws, and applicable state laws. The Chairperson is to ensure that all work performed by the JBCI Gaming Commission is done with professionalism and with an open, impartial mind. The Chairperson must also ensure that all decisions rendered by the JBCI Gaming Commission are regulatory based and that those said decisions were concluded with the Indian Gaming Regulatory Act (hereinafter, "IGRA") as the origin point. The Chairperson's duties include ensuring that the Tribe's assets and the IGRA are always protected. Indian Country and its people built IGRA, which Gaming Commissioners should honor and uphold in all instances, as the foundation of Indian Gaming.

MINIMUM JOB REQUIREMENTS

- Must not be a member of the JBC Tribal Council or JBC Tribal Gaming Authority.
- Must not be directly related to or living with any Employee of Choctaw Pines Casino or Miko's Gaming, JBC Tribal Council Member, JBC Tribal Gaming Authority member or gaming contractors.
- Must not be a gaming contractor.
- Must not be related to or living with any employee of Jena Choctaw Pines Casino or Miko's Gaming.
- Must be eligible to be Key Employee, Management Contractor, or Primary Management Official.
- Must not have been previously convicted of a felony, of embezzlement, of theft, or of any other money-related crime or honesty-related crime (such as fraud).
- Must not have been terminated from JBCGC within the last 10 years.
- Must be at least 21 years of age.
- Must have a High School Diploma or Equivalent.
- Bachelors degree in related field preferred
- Must have 3-5 years of experience in Compliance Role or Field.

- Must possess strong, managerial skills to handle employee staffing and training, scheduling, conflict resolution, performance evaluations, etc.
- Must possess exceptional financial and budgeting experience to ensure proper monitoring and reconciliation.
- Must be a self-motivator and adaptable to a high stress environment.
- Must be familiar with MS Word, Excel, PowerPoint, and other relevant Gaming industry software programs.
- Works with confidential /sensitive information; must sign a Tribal Confidentiality Agreement; must sign and adhere to a Code of Ethics.
- This position is subject to pre-employment drug testing and criminal history background check.

PRINCIPAL ACTIVITIES & RESPONSIBILITIES

- Serve as a member of the JBCI Gaming Commission, at the discretion of the Jena Band of Choctaw Indians' Tribal Council, reporting to the Tribal Chief.
- To oversee the daily operations of the JBCI Gaming Commission and to supervise its staff.
- To keep the Tribal Council abreast of JBCI Gaming Commission operations as outlined in the Jena Band of Choctaw Indians' Gaming Ordinance (hereinafter, "Gaming Ordinance").
- Protect the integrity of the gaming operation by ensuring compliance with the IGRA and any applicable laws or regulations thereafter.
- Ensure that JBCI Gaming Commissioners, who are ethical and of high morals, are employed and sufficiently trained to carry out the Regulatory functions of the Gaming Operations.
- Prepare an annual budget and reports for the JBCI Gaming Commission in accordance with Tribal standards and/or policies.
- Supervise and train all staff of JBCI Gaming Commission.
- Understand Gaming Operations' surveillance and security, assist in the preparation of plans for the protection of public safety and physical security, and conduct investigations within the Gaming Operations.
- Ensure all that all employees and vendors of the Gaming Operations have current Gaming licenses and, where applicable, state certification(s).
- Cause for and conduct investigations, inspections, background checks and other official inquiries required by the Gaming Ordinance and report all results, requiring action, to the JBCI Gaming Commission.
- Follow established protocols, regarding the issuance of gaming violations to the Gaming Operations and their employees, as appropriate.
- Ensure all required, departmental policies and procedures are developed, implemented, and are kept current.
- Ensure the security and confidentiality of all JBCI Gaming Commission office property and records.
- Must maintain confidentiality of all JBCI Gaming Commission, Surveillance Department, Casino, and Tribal matters as they pertain to the Gaming Operation.
- Cooperate with Law Enforcement, based on appropriate jurisdiction and classification of criminal activity.
- Due to the dynamic nature of this position, job duties and responsibilities can change without notice.
- Act in accordance with personnel policies, operating procedures, Minimum Internal Control Standards (MICS), Tribal Internal Control Standards (TICS), and regulations.
- As needed review background issues related to current licensees and take appropriate licensing action with follow up to the JBCI Gaming Commission.
- Must learn, comprehend, and maintain a working knowledge of JBCI Gaming Commission regulations and Minimum Internal Control Standards (MICS).
- Attend mandatory and non-mandatory training, meetings and briefings.
- Maintain appearance standards as outlined in applicable policies.
- Communicate effectively both orally and in writing.
- Other lawful duties as directed by the Tribal Chief and/or Tribal Council.

PHYSICAL & MENTAL DEMANDS

- Must have the ability to express or receive detailed information through oral communication.
- Requires repetitive movement of the wrists, hands and or fingers.
- Requires walking or moving to accomplish task.
- Occasionally requires standing and or sitting for sustained periods of time.
- Occasionally requires raising objects from a lower to a higher position or moving objects horizontally.
- Occasionally requires stooping which entails the use of lower extremities and back muscles.
- Occasionally requires lifting up to 50 pounds.
- Must be able to travel to and from trainings/meetings.

WORKING CONDITIONS & ENVIRONMENT

- Frequently subject to inside environmental conditions which provide protection from weather conditions but not necessarily from temperature changes.
- Occasionally subject to a smoke filled environment while working on the Gaming floor.
- Occasionally subject to outside environmental conditions.

HOURS

- Work schedule is Monday through Friday 8:00 a.m. to 4:30 p.m.
- Outside of normal work hours, the Chairperson must be "on-call" and available to return to the job site within one (1) hour, unless on pre-authorized leave.

TRIBAL PREFERENCE POLICY:

Members of the Jena Band of Choctaw Tribe shall be given absolute preference with respect to hiring, promotions, training, contracting, and separation from employment. For persons who meet the minimum qualifications, preferential treatment shall be based on the following criteria and shall be given in the following order:

- Enrolled members of the Jena Band of Choctaw tribe who satisfy the minimum job qualifications;
- Spouses of enrolled members of the Jena Band of Choctaw who satisfy the minimum job qualifications;
- Enrolled members of other recognized tribes who satisfy the minimum job qualifications;
- Military Veterans;
- All others who satisfy the minimum job qualifications.

JOB LOCATION

JBCI Gaming Commission Office
149 Chahta Trails
Dry Prong, LA 71423



JENA BAND OF CHOCTAW INDIANS

P.O. Box 14, Jena, Louisiana 71342 ♦ 551 Tuska Hina Street, Trout, Louisiana 71371
 PHONE: (318) 992-2717 ♦ FAX: (318) 992-8244 ♦ WEB: <http://www.jenachoctaw.org>

EMPLOYMENT APPLICATION

APPLICANT INFORMATION:

Last Name		First Name		M.I.	Today's Date
Street Address				Apartment/Unit #	
City				State	ZIP
Phone		Select One <input type="checkbox"/> Mobile <input type="checkbox"/> Land	Email Address		
Social Security Number			Driver's License Number		State Issued
Are you a Citizen of the United States?		<input type="checkbox"/> YES <input type="checkbox"/> NO		If NO, are you authorized to work in the U.S.?	
				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Have you ever worked for this company?		<input type="checkbox"/> YES <input type="checkbox"/> NO		If so, When?	
Have you ever been convicted of a felony?		<input type="checkbox"/> YES <input type="checkbox"/> NO		If yes, explain?	

EDUCATION:

HIGH SCHOOL			Address
FROM:	TO:	DID YOU GRADUATE:	Degree
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE			Address
FROM:	TO:	DID YOU GRADUATE:	Degree
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
OTHER			Address
FROM:	TO:	DID YOU GRADUATE:	Degree
		<input type="checkbox"/> YES <input type="checkbox"/> NO	

REFERENCES: PLEASE LIST THREE PROFESSIONAL REFERENCES

1	Full Name	Relationship
	Company Name	Phone
	Address	Email Address
2	Full Name	Relationship
	Company Name	Phone
	Address	Email Address
3	Full Name	Relationship
	Company Name	Phone
	Address	Email Address

PROFESSIONAL LICENSE:

Title/Type:	License/Certificate Number:	Expiration Date:
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WORK LOCATION / PREFERENCES:

<input type="checkbox"/> Miko's Steaks & Spirits	<input type="checkbox"/> Miko's Gaming	<input type="checkbox"/> Twisted Feather	<input type="checkbox"/> Maintenance Dept.
<input type="checkbox"/> Corporate (Trout)	<input type="checkbox"/> Timber Marking	<input type="checkbox"/> H.R.T.	<input type="checkbox"/> Other: _____
Date Available:		Desired Salary:	
Have you ever resigned a position to avoid being terminated? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If yes, explain:			

PREVIOUS EMPLOYMENT:

1	Company:		Phone:	
	Address:		Supervisor:	
	Job Title:	Starting Salary:	Ending Salary:	
	Responsibilities:	Start Date:	Last Date:	
	May we contact your supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO			
2	Company:		Phone:	
	Address:		Supervisor:	
	Job Title:	Starting Salary:	Ending Salary:	
	Responsibilities:	Start Date:	Last Date:	
	May we contact your supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO			
3	Company:		Phone:	
	Address:		Supervisor:	
	Job Title:	Starting Salary:	Ending Salary:	
	Responsibilities:	Start Date:	Last Date:	
	May we contact your supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO			

MILITARY SERVICE

Branch:	From:	To:
Rank at Discharge:	Type of Discharge:	
If other than honorable discharge, explain:		

DISCLAIMER & SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application, resume, or interview may result in my release from employment.
 All employees of Jena Band of Choctaw Indians must consent to and successfully pass unannounced drug screenings,
 Resumes and applications are kept on file for 6 months.
 Resumes are strongly encouraged but not required for upper level (professional) positions.
 Complete this application and bring to the corporate office in Trout, OR mail to P.O. Box 14, Jena, LA 71342, OR email to: rdavis@jenachoctaw.org

Signature:	Date:
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