Position: **Compliance Officer**

Department: Gaming Commission

Supervisor: Compliance Manager

Supervises: Not Applicable

FLSA Status: Non-Exempt

**Position Summary:**

The Compliance Officer assists with observing and reporting on all Sac and Fox Nation gaming facilities’ compliance with National Indian Gaming Commission (NIGC) Minimum Internal Control Standards (MICS), Tribal Internal Control Standards (TICS) established by the Sac and Fox Nation Gaming Commission (SFNGC), Tribal-State Compact (TSC), Bank Secrecy Act (BSA) and Casino Policies and Procedures (P&P) as well as monitoring casino floor changes and assessing Environmental, Public Health, and Safety (EPHS) issues at all Nation gaming facilities.

**Duties and Responsibilities**:

1. Complete Daily Checklists to ensure the casinos are complying with MICS, TICS, TSC, BSA, EPHS, and P&P.
2. Test and verify all software for Class II and III gaming machines and servers, table games, Back of the House (BOH) systems, promotional devices, and kiosks, as required.
3. Monitor gaming machine and table game installs, changes, moves, and removals at all Nation gaming facilities.
4. Observe the SFN gaming facilities’ gaming floors to ensure compliance with all regulations and report any non-compliance issues found.
5. Inspect facilities, food and beverage areas, parking lots, and perimeters to assess EPHS issues at all Nation gaming properties.
6. Examine Nation gaming facilities prize giveaways, promotions, and tournaments for adherence to approved rules and fairness to the gaming public.
7. Observe all gaming floor activity paying close attention to patrons and their adherence to fair gaming principles.
8. Prepare reports on compliance activities and observations and review findings with Compliance Manager, Executive Director, Gaming Commission, and casino management as required.
9. Assist SFNGC Internal Audit Department by performing assigned internal audits, special investigations, and research.
10. Complete other duties and special projects as required.

**Knowledge, Skills, and Abilities:**

1. Be able to work productively with minimal supervision.
2. Be self-motivated to search out compliance issues that need to be addressed.
3. Be able to effectively and tactfully interact with casino staff, patrons, and vendors.
4. Be able to identify, analyze, and resolve gaming and compliance issues.
5. Be able to communicate issues clearly both orally and in writing.
6. Be able to retain significant amounts of information in order to possess a working knowledge of the casino operations and applicable federal, state, and Nation laws and regulations.
7. Be computer literate and able to operate general office equipment.
8. Maintain a professional appearance and attitude at all times.
9. Abide by very high ethical standards and securely handle confidential and sensitive information.
10. Overall knowledge of and compliance with the P&P of the Nation gaming facilities, the Nation’s gaming laws and regulations, BSA, NIGC MICS, and TICS.

**Education and Experience:**

1. College degree preferred.
2. Bachelor's Degree in Business, Criminal Justice, Computer Science, Accounting, or related field is preferred; OR,
3. Associate's Degree in Business, Criminal Justice, Computer Science, or related field AND 2 years of experience in the casino industry in areas of Electronic Gaming Machines, Table Games, Vault, Cage, Drop/Count, Surveillance, Security, Revenue Audit, Internal Audit, Accounting, and/or Regulatory Compliance; OR,
4. H.S. Diploma (or G.E.D.) AND 4 years of combined experience in the casino industry in areas of Electronic Gaming Machines, Table Games, Vault, Cage, Drop/Count, Surveillance, Security, Revenue Audit, Internal Audit, Accounting, and/or Regulatory Compliance, OR
5. Equivalent Combination of Education and Experience (Each 30 hours of completed postsecondary education may substitute one year of experience).

**Requirements:**

1. Must be able to work various shifts, weekends, and holidays as the job dictates since SFNGC services Nation gaming facilities that are open 24/7/365.
2. Exposure to smoke-filled, noisy environment.
3. Ability to obtain and maintain a gaming license from the SFNGC.
4. Ability to pass an initial and any subsequent random OSBI/National background check and drug screening.
5. High School diploma.
6. Prior gaming compliance experience and/or knowledge of casino operations preferred.
7. Must be able to lift up to 20 pounds.
8. Must have a valid Oklahoma Driver’s License.
9. Must be able to stand for long periods of time.

Employee’s Signature Date

Supervisor’s Signature Date