



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 03/25/2021	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: LOCAL AGENCY SECURITY OFFICER			
Pay Grade SG 13	Salary Range \$45,448-59,342	Classification Full Time	
Department: OFFICE OF PUBLIC GAMING	Location: Tulsa	Location Code: 33	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	<p>The Purpose of this position is to be the primary liaison between the Office of Public Gaming and the National Indian Gaming Commission (NIGC). The Local Agency Security Officer (LASO) is responsible for coordinating tribal compliance with all federal and state laws and regulations pertaining to the access, use, handling, dissemination, and destruction of Criminal Justice Information and Criminal History Record Information. The LASO is also the first point of contact for the NIGC in the event of an allegation of criminal history misuse or a security issue involving the criminal history check process.</p>
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Maintains information with NIGC current by informing the NIGC of any changes in the Tribe's information, the Gaming Commission's information, the LASO, or the Authorized Tribal Signatory. 2. Submits and maintains a current Authorized Personnel List with the NIGC. 3. Ensures Gaming Commission has adequate policies/procedures related to access, use, handling, dissemination, and destruction of CJ/CHRI. 4. Implement policies and procedures that provide for the security and proper handling of the CJ/CHRI, and keeping these policies updated. 5. Implement policy for fingerprint submissions that include proper applicant Identification and protecting fingerprint cards from tampering, and keeping these policies updated. 6. Maintains copies of Authorized Personnel Acknowledgement Statements and dissemination logs. 7. Ensures Authorized Personnel receive required agency provided privacy and security training. Reviews the Gaming Commissions' training outlines to ensure topics are adequately covered. 8. Ensures Authorized Personnel receive required standard online training. 9. Updates Gaming Commission training documentation as needed. 10. Outsourcing Agreements: Completes the Authorized Recipient Request Letter for Non-Channeling and sends to FBI for approval. Once



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	<p>the approved Authorized Recipient FBI Response Letter for Non-Channeling is received, LASO is responsible for creating the Outsourcing Contract between the Gaming Commission and Authorized Recipient.</p> <p>11. Responsible for a 90-day Audit once the Authorized Recipient receives/stores a CHRI under the Outsourcing Agreement.</p> <p>12. Being present for the audit with NIGC and/or federal officials during the audit process. Notifies/gathers any other personnel who may be needed to answer the auditor's questions.</p> <p>13. Maintains all required audit documentation and serves as the Gaming Commission representative for audits.</p> <p>14. Completes all documentation required during the audit and submits any required corrective action documentation in a timely manner.</p> <p>15. Responsible for carrying out the duties and responsibilities as assigned by direct supervisor.</p>
<p>Minimum Requirements:</p>	<ol style="list-style-type: none"> 1. Associates degree 2. Minimum six months experience working in area of criminal or background investigation. 3. Minimum six months gaming experience. 4. Knowledge of NIGC regulations, State/Tribal compact and Muscogee (Creek) Nation Tribal gaming laws. 5. Technical writing knowledge. 6. Experience may be substituted for education requirements.
<p>Preferred Requirements:</p>	<ol style="list-style-type: none"> 1. Bachelor's degree in related field. 2. Minimum one year experience working in area of criminal or background investigation. 3. Two years gaming experience. 4. Technical writing experience. 5. Extensive knowledge of NIGC Licensing regulations.
<p>Valid Oklahoma Driver's License required?</p>	<p>Yes</p>
<p>Please list any additional licenses required:</p>	<p>Must be able to obtain Muscogee (Creek) Nation Gaming License.</p>

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.



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- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: Up to 50 lbs. Up to 100 lbs. Over 100 lbs.
Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- Fumes or airborne particles
- Outside weather conditions
- Toxic or caustic chemicals
- Risk of electrical shock
- Vibration
- Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.