



**SAFETY SENSITIVE POSITION**

**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<br>01/18/2023               | Employee Requisition Number<br>ER-23187 | <b>JOB OPPORTUNITY</b>      |                         |
| Title/Position:<br><b>REGULATORY AGENT</b> |   |                             |                         |
| Pay Grade<br>SG 9                          | Salary Range<br>\$28,308-36,940         | Classification<br>Full Time |                         |
| Department:<br>COMPLIANCE NORTH            | Location:<br>Tulsa                      | Location Code:<br>33C       | FT/PT<br>1-Full<br>Time |

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

|  |  |
|--|--|
| General Summary:                       | The Regulatory Compliance Agent will be assigned by their Supervisor a location to office out of, and their shift and days off. The shift time and days off may be altered by the Supervisor when there is a need, and they are subject to call in when needed (cell phones are provided). Agents will have to be available for all audits performed on the casino and shift times may be altered to accommodate the auditors. They will watch day to day activities to insure proper compliance within the MICS, TICS, SICS, the state compact and our Tribal Ordinances. Review all regulations and assist supervisor in reviewing local operations SICS changes. Attend trainings and provide updates to the supervisor.  |
| Principal Duties and Responsibilities: | <ol style="list-style-type: none"> <li>1. Physical monitoring of licensed facilities for compliance of the MICS, TICS, SICS, Tribal Ordinances, and State Compact.</li> <li>2. Conducts audits, observe the facility for Health and Safety issues.</li> <li>3. Serve as a resource for casino departments in addressing compliance and Regulatory based on our Tribal Internal Controls and Tribal Law issues to ensure full compliance with all Operational Internal Controls.</li> <li>4. Perform compliance checks and summarize findings in a clear and concise written report and pass the information to their Supervisor.</li> <li>5. Break logic seals on Electronic Games as needed to assist Operations maintain Gaming Machine integrity.</li> <li>6. Monitor promotions and prize give-a-ways and insure all promotion rules are followed.</li> <li>7. Must be able to work irregular hours and extended shifts including late nights, early mornings, weekends and holidays. Including changes to work locations and changes to weekends and shift hours.</li> <li>8. Write reports on attended trainings and provide to supervisor.</li> <li>9. Perform other duties as assigned by Management.</li> </ol> |
| Minimum Requirements:                  | <ol style="list-style-type: none"> <li>1. High School diploma or GED equivalency and at least one year Gaming Commission experience.</li> <li>2. High School diploma or GED equivalency and at least two years' work experience in gaming.</li> <li>3. High School diploma or GED with a Certificate in Gaming from the</li> </ol>   |



# 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

|   |  |
|---|--|
|   | College of Muscogee Nation<br>4. Associates Degree - Gaming<br>5. Associates Degree - Business Related<br>6. Office skills, ability to use standard office equipment and computers.<br>7. Ability to promptly respond to daily needs for Operations, Customers and OPG Management in a professional manner.<br>8. Ability to read, write and interpret detailed, concise and accurate documents, such as reports, policies, procedures and correspondence.<br>9. Ability to maintain organization, meet deadlines and possess integrity and discretion in handling confidential information. |
| Preferred Requirements:                       | 1. Bachelors Degree – Business Related<br>2. Three years Gaming Commission Experience.<br>3. Three years in operations at the Management level or in Casino Compliance.<br>4. Extensive knowledge of Computers and Microsoft programs.<br>5. Good working knowledge of Card Games and Table Games.<br>6. Experience in food handling and safety in the workplace.  |
| Valid Oklahoma Driver's License required?     | Yes  |
| Please list any additional licenses required: | Must be able to pass background check and obtain gaming license  |

**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.
- 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.



# 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

#### **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

#### **Would this Open Position be considered a Safety Sensitive Position? Check All that Apply**

Note: If **any** box is checked **THIS IS A SAFETY SENSITIVE POSITION (No failed drug test is tolerated).**

- The handling, packaging, processing, storage, disposal or transport of hazardous materials.  
 The operation of an MCN vehicle as part of your primary job function, operation of equipment, machinery or power tools.  
 Repairing, maintaining or monitoring the performance or operation off any equipment, machinery or manufacturing process (preparing food where knives and kitchen equipment is used), which could result in injury or property damage.  
 Performing Firefighting, First Responder or EMT duties.  
 The operation, maintenance or oversight of critical services and infrastructure including but not limited to, electric, gas, and water utilities, power generation or distribution.  
 Dispensing Pharmaceuticals.  
 Direct patient care or Direct Child, Elderly, or Disabled care.  
 An individual performing security, surveillance or law enforcement duties.  
 Jobs/positions within MCN governed under the rules/jurisdiction of the Dept. of Transportation.  
 None of these apply.

#### **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.



## 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

---

#### **MCN Policy Requirements:**

All Employees are subject to pre-employment background checks and drug testing. According to MCN Policy Section 502:Page 12/Section 503 110-111. All applicants must pass a drug test before beginning work. Any candidate who fails or refuses a drug test shall be withdrawn from employment consideration.

#### **Medical Marijuana License Holder Protection and Non-Discrimination**

A. Unless a failure to do would cause The Muscogee (Creek) Nation to imminently loose a monetary or licensing related benefit under federal law or regulations and with the exception of employees whose jobs are safety sensitive or primary job function is driving, The Muscogee (Creek) Nation shall not discriminate against a person in hiring, termination, or imposing any term or condition of employment or otherwise penalize a person based upon either: a. Solely, the person's status as a medical marijuana license holder; or b. Solely, the results of a drug test showing positive for marijuana and its components. B. Employees that are medical marijuana card holders shall not use, possess or be under the influence while at their place of employment or during hours of employment.