



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 4/1/2024 9:56 AM	Employee Requisition Number ER-24292	JOB OPPORTUNITY	
Title/Position: REGULATORY AGENT			
Pay Grade SG 11	Salary Range \$35,859-46,820	Classification Full Time	
Department: OFFICE OF PUBLIC GAMING	Location: Checotah	Location Code: 33B	FT/PT Full 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.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> Physical monitoring of licensed facilities for compliance of the MICS, TICS, SICS, Tribal Ordinances, and State Compact. Conducts audits, observe the facility for Health and Safety issues. 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. Perform compliance checks and summarize findings in a clear and concise written report and pass the information to their Supervisor. Break logic seals on Electronic Games as needed to assist Operations maintain Gaming Machine integrity. Monitor promotions and prize give-a-ways and insure all promotion rules are followed. 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. Perform other duties as assigned by Management.
Minimum Requirements:	<ol style="list-style-type: none"> High School diploma or GED equivalency and at least one year Gaming Commission experience. High School diploma or GED equivalency and at least two years' work experience in gaming. High School diploma or GED with a Certificate in Gaming from the College of Muscogee Nation Associates Degree in Gaming. Bachelors Degree. Office skills, ability to use standard office equipment and computers. Ability to promptly respond to daily needs for Operations, Customers and OPG Management in a professional manner. Ability to read, write and interpret detailed, concise and accurate documents, such as reports, policies,



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	procedures and correspondence. 9. Ability to maintain organization, meet deadlines and possess integrity and discretion in handling confidential information.
Preferred Requirements:	1. Associates Degree or higher degree. 2. Three years Gaming Commission Experience. 3. Three years in operations at the Management level or in Casino Compliance. 4. Extensive knowledge of Computers and Microsoft programs. 5. Good working knowledge of Card Games and Table Games. 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 obtain OPG Employee License.

Customer Service:	Responds promptly to customer needs; Responds promptly to voicemails and emails.
Professionalism/ Interpersonal Skills:	Maintains confidentiality; Keeps emotions under control; Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position.
Time Management:	Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
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.
Analytical Skills:	Collects and researches data; Uses intuition and experience to complement data.
Teamwork:	Balances team and individual responsibilities; Exhibits objectivity and openness to others' views. Gives and welcomes feedback; Contributes to building a positive team environment; Supports everyone's efforts to succeed.
Leadership:	Inspires respect and trust; Motivates and effectively influences others; Provides appropriate recognition; Identifies and resolves problems in a timely manner; Uses sound judgement; Makes timely decisions.
Ethics:	Works within the approved budget; Conserves organizational resources. Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values. Adheres to policies and procedures.
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, including cyber security.
Attendance/Punctuality:	Regular and on time attendance. Arrives at meetings and appointments on time.
Dependability:	Follows instructions, responds to management direction; Takes responsibility for own actions.



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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

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:

- | | | |
|--|---|---|
| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input type="checkbox"/> Vibration | <input type="checkbox"/> 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
- ☐ 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.

MCN Policy Requirements:



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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 lose 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.