



*Human Resource Department  
PO Box 538  
Fort Washakie, WY 82514  
Phone: (307) 332-2005  
Fax: (307) 332-9883*

## **NOTICE OF EMPLOYMENT**

**POSITION:** Gaming Commissioner  
**DEPARTMENT:** Gaming Commission Agency  
**SUPERVISION:** Shoshone Business Council  
**SALARY:** \$49,441.60 – Annually  
**CAREER STATUS** 3 year appointed position  
**OPENING DATE:** September 14, 2020      **CLOSING DATE:** October 16, 2020

### **POSITION SUMMARY:**

Appointed by the Eastern Shoshone Business Council, this position has a fiduciary duty to the Tribe to protect the public health, public safety, the environment and to ensure all gaming activities within the Tribe's Indian Lands are regulated in accordance to the Tribal-State Gaming Compact, EST Gaming Code, Tribal Gaming Regulations, Tribal Internal Control Standards (TICS) and Minimum Internal Control Standards (MICS).

### **DUTIES AND RESPONSIBILITIES**

- Ensures that all Gaming activity occurring on Eastern Shoshone Tribal lands is conducted in a manner that protects the public health, public safety and the environment.
- Inspect, examine, and monitor all gaming activities to ensure compliance with all applicable tribal, state, and/or federal and regulations.
- Will have immediate and unrestricted access to review inspect examine, photocopy and audit all records of any gaming operation.
- Investigate any suspicion of wrongdoing associated with any gaming activities within the gaming operation.
- Investigates and reports any questionable or illegal activity to the appropriate gaming operation manager and provides investigation results and recommendations in accordance to the standard operating procedures.
- Issue, suspend, revoke and renew licenses of employees, primary management officials, key employees and gaming services vendors and principals upon completion of background investigations.
- Conduct hearings for patrons who have been excluded as result of questionable or illegal activities.
- Conduct hearings for gaming licenses that have been revoke, suspension or denied.

- Determine whether sanctions, fines or restrictions, should be imposed on any person or entity subject to the jurisdiction of the Eastern Shoshone Tribe Gaming Code.
- Assists in the identification and detention of persons who may be involved in illegal acts relating to gaming operations.
- Protects the Tribal Gaming Operation, its employees, visitors and patrons of the Tribal gaming facility.
- Initiates and documents incident and violation reports for violations of policy and procedure, regulations, Tribal Gaming Ordinance, the Tribal/State Compact, NIGC statutes and IGRA statutes.
- Insures overall compliance with all Federal, State, Local and Tribal laws, ordinances and policies and procedures.
- Completes undercover assignments as assigned.
- Collects physical evidence and documentation involving criminal and/or administrative violations.
- Provides assistance to Tribal Gaming Operation Managers and employees in reference to Internal Controls, Regulations, Tribal Gaming Ordinance and the Tribal/State Compact.
- Verifies payment of jackpot winners and completes all required documentation.
- Tests and seals all slot machine software as needed.
- Ensures background investigations are conducted on all gaming employees, including primary management officials and key employees of each gaming establishment and that oversight of such officials and their management is conducted on an ongoing basis.
- Promotes a positive and harmonious work environment by contributing to team effort.
- Responsible for the handling, storing and safekeeping of applications, investigation reports, and documents.
- Read, analyze, and interpret general business correspondence, court documents, technical procedure, legal documents, intelligence information and governmental regulations.
- Settle disputes between casino management personnel and gaming operation guests.
- Perform

### **QUALIFICATIONS**

- Must be an enrolled member of the Eastern Shoshone Tribe and be at least twenty five (25) years of age.
- Must have a high school diploma or GED.
- Working knowledge of general bookkeeping and/or accounting principles or practice.
- Must never have been convicted of any felony offense. Must be able to undergo and pass a background investigation in accordance with the NIGC.
- Must be able to read and comprehend various reports pertaining to Indian Gaming, including federal, state and tribal gaming laws.
- Must be able to objectively evaluate employment applications and background investigation reports.

- Must be able to work cooperatively with other members of the Tribal Gaming Commission and Gaming Commission staff.
- Must be able to communicate clearly and concisely, both orally and in written form.
- Must be able to work flexible hours, including evenings and weekends.
- Must maintain strict confidentiality of all information process through the department including records, reports documents, conversations, etc.

### **APPLICATION REQUIREMENTS:**

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
  - Applicants that state “See Resume “ for employment history must have the following the information listed on the resume:
    - Dates of previous employment
    - Reason for leaving previous employment
    - Hourly rate of previous employment.
  - Applications are available online at [easternshoshone.org](http://easternshoshone.org) and can be sent via email to [menos@easternshoshone.org](mailto:menos@easternshoshone.org) or faxed to 307-332-9883 until 4:45 PM on the closing date.
  - **Supporting documents:** Driver’s License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.
- **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Qualified Eastern Shoshone tribal member must submit a copy of Tribal Enrollment card or CIB.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.