

**FORT BELKNAP GAMING COMMISSION
JOB DESCRIPTION**

DEPARTMENT: Fort Belknap Gaming Commission

JOB TITLE: Tribal Gaming Regulatory Authority/TGRA

GENERAL DEFINITION: Responsible for overseeing gambling conducted by a federally recognized Indian tribe and regulated by federal law.

SALARY: NEGOTIABLE

1. Must submit to and pass a local and nationwide (FBI) background check and be eligible for a gaming license.
2. Conduct thorough investigations of employees working in a gaming facility.
3. Responsible for issuing Gaming Licenses or Permits to key employees, primary management officials, and all other employees working in a gaming facility in compliance with the IGRA.
4. Must be able to take accurate fingerprints and forward to the NIGC.
5. Upon receiving background information, must follow the procedures and requirements set forth by the NIGC and provide the NIGC with verification.
6. Responsible for ensuring compliance with the IGRA, NIGC Federal Regulations, Tribal Gaming Code and Tribal Internal Control Standards for gaming activity.
7. Responsible for Implementing Tribal Internal Control Standards based on the Minimum Internal Control Standards as promulgated by the NIGC, and ensuring standards are being met.
8. Ensure Standard Operating Procedures of the gaming facility reflect the Tribal (Minimum) Internal Control Standards and approve the same.
9. Monitor accounting dept. for financial plans, ensuring financial system is adequate for accounting of all revenues from the gaming facility and routinely review for continued effectiveness and auditing.
10. Will have access to and may inspect, examine, photocopy and audit all papers, books and records of the gaming operation.
11. Must examine all premises where gaming is conducted.
12. Must keep current a gaming list with pertinent information for every game.
13. Must establish standards for and issue vendor licenses to persons or entities who deal with the gaming machines.
14. Must establish tests for compliance for games.
15. Must be able to interpret lab reports and legal opinions for each gaming machine.

16. Must approve video surveillance standards.
17. Must provide evidence of an EPHS Certification and collect all documentation relevant and submit to the NIGC and be able to pass this requirement.
18. Must license the gaming facility and provide information to the NIGC as required, which includes but is not limited to providing evidence of an EPHS Certification and all other relevant documentation.
- 19. Must meet all requirements of the NIGC to ensure the gaming facility is operational and not subject to fines or closure.**
20. Must receive training in all areas of the gaming facility in order to regulate all areas of Gaming Facility to remain in constant compliance. Must be willing to travel extensively to ensure compliance with the NIGC, which tribes are required to comply.
21. Takes testimony and conducts hearings on regulatory matters including Bans, Revocations or Suspensions.
22. Must complete and adopt procedures necessary for the day to day operation of the Gaming Commission.
23. Must receive and maintain documentation of a sufficient source of permanent and stable funding for the independent tribal regulatory body from gaming revenue allocated by the tribes governing body.
24. Must approve all version/theme changes for gaming machines as they occur.
25. Submits information and components for a forensic examination after following forensic steps when gaming machines or devices suggest abnormal operations or malfunctions.
26. Must be a member of the Fort Belknap Tribes, 1/4 or more of one or both.
27. Must be a member of the Tribal Bar and provide documentation.