

**Fort Belknap Indian Community Council  
Fort Belknap Agency  
656 Agency Main Street  
Harlem, Montana 59526  
(406) 353-2205**

**TITLE:** Gaming Commissioner/Regulator  
**DEPARTMENT:** FB Gaming Commission

**STATUS:** Regular, Full time  
**SALARY:** \$ 26.00/hr. - \$33/hr. (DOE)

**SUPERVISION RECEIVED:** Incumbent receives direct administrative supervision from the Fort Belknap Indian Community Chief Administrative Officer.

**SUPERVISION EXERCISED:** none

**GENERAL DESCRIPTION OF DUTIES:**

Incumbent will be responsible for monitoring and gaming activities regarding the Fort Belknap Casino and other gaming activities and ensure compliance with Title XV of the Fort Belknap Indian Community Law and Order Code and applicable federal laws and regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive:*

1. Responsible for ensuring compliance with the FBIC Gaming Compact, IGRA, NIGC Federal Regulations, FBIC Gaming Code and FBIC Internal Control Standards for gaming activity.
2. Must meet all requirements of the NIGC to ensure the gaming facility is operational and not subject to fines or closure.
3. Must complete and adopt procedures necessary for the day-to-day operation of the Gaming Commission and update as needed.
4. Responsible for issuing Gaming Licenses to key employees, primary management officials, and all other employees working in a FBIC gaming facility in compliance with the IGRA.
5. 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.
6. Ensure Standard Operating Procedures of the gaming facility reflect the Tribal (Minimum) Internal Control Standards and approve the same.
7. Must establish standards for and issue vendor licenses to persons or entities

who deal with the gaming machines.

8. Must submit information and components for a forensic examination after following forensic steps when gaming machines or devices suggest abnormal operations or malfunctions.
9. Must approve video surveillance standards.
10. Must inspect all premises where gaming is conducted.
11. Must approve all versions/theme changes for gaming machines as they occur.
12. Must keep current a gaming list with pertinent information for every game.
13. Must license the gaming facility and provide information to the NIGC as required, which includes but is not limited to providing evidence of an Emergency, Public Health and Safety (EPHS) standards per 25 C.F.R. 559.5.
14. Must achieve EPHS Certification and collect all documentation relevant and submit to the NIGC and be able to pass this requirement.
15. Conduct thorough investigations of employees working in a gaming facility.
16. Upon receiving background information, must follow the procedures and requirements set forth by the NIGC and provide NIGC with verification.
17. Must be able to take accurate fingerprints and forward to the NIGC.
18. 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.
20. Must be able to interpret lab reports and legal opinions for each gaming machine.
21. Must be able to take testimony and conduct hearings on regulatory matters, including bans, revocations or suspensions.
22. Must receive and maintain documentation of a sufficient source of permanent and stable funding for the independent FBIC regulatory body from gaming revenue allocated by the FBIC Council.
23. Will have access to and may inspect, examine, photocopy and audit of papers, books and records of the gaming operation.
24. Other duties as related to gaming activities with the Fort Belknap Indian Reservation.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of the IGRA, NIGC Federal Regulations, FBIC Gaming Code and FBIC Internal Control Standards for gaming activity.
2. Knowledge of accounting and financial procedures.
3. Skill in communicating both orally and in writing.

4. Skill in analyzing written reports and implementing laws and policies.
5. Skill in use of different office equipment, gaming equipment, software, including but not limited to Word, Excel, Quikbooks, virtual meeting, and other software related to gaming operations.
6. Skill in drafting and presenting reports and presentations to FBIC and other entities as required.
7. Ability to interpret lab reports and legal opinions for each gaming machine.
8. Ability to take accurate fingerprints and forward to the NIGC.
9. Ability to maintain confidential information.
10. Ability to be self-motivated and self-disciplined.

**EDUCATION:**

- Minimum education - must possess a High School Diploma or its equivalency.
- Preferred education – possess an Associates Degree in any field.

**EXPERIENCE:**

- Minimum experience – must possess at least 2 years experience
- Preferred experience – 4 years experience working in Tribal organization, in office setting, computer skills in applications such as Microsoft Word, Microsoft Excel, internet, email, and virtual meeting applications, and demonstration of work experience as a result of Tribal bar passage such as but not limited to lay advocacy, court experience, or related application of Tribal Code work.

**MINIMUM QUALIFICATIONS:**

- Must be an enrolled member of either the Gros Ventre or Assiniboine Tribes of the Fort Belknap Indian Community.
- Must be a member in good standing and provide documentation of the Fort Belknap Indian Community Court Bar for attorneys and advocates.

**OTHER CONDITIONS:**

- Must be able to work independently and be very well organized.
- Must have reliable transportation and be willing to travel for trainings or meetings.
- Must be neat in appearance and have a pleasant disposition.
- Must have good meeting and communication skills.
- Must be willing to work outside in inclement and adverse weather conditions and temperatures.
- Some public speaking will be necessary.

**SPECIAL CONDITIONS:**

1. Applicant must be a United States citizen.
2. Will be subject to and must comply with the Fort Belknap Community Council Substance Abuse Prevention, Drug and Alcohol testing policy, prior to and during employment.
3. Must be 21 years of age within 3 months of hire.
4. Must never have been convicted of a felony, or convicted of a misdemeanor within three (3) years of applying for position.
5. Must comply with the Fort Belknap Community Council Social Media Policy, and Tribal Court Code of Ethics Policy.
6. Will be subject to a background investigation to include work and criminal history.
7. Must possess a valid State of Montana Driver's License and be eligible for coverage under the FBIC Insurance Master Plan.
8. Must submit to and pass a local and nationwide (FBI) background check and be eligible for a gaming license.

***Indian Preference Employer as Required by Law***

**IMMIGRATION REFORM AND CONTROL ACT:**

Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.

The Fort Belknap Indian Community reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

**How to Apply**

*Submit application & resume postmarked by the closing date to:*

Fort Belknap Indian Community Council  
Human Resources Department  
656 Agency Main Street  
Harlem, MT 59526

[human.resources@ftbelknap.org](mailto:human.resources@ftbelknap.org)

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