

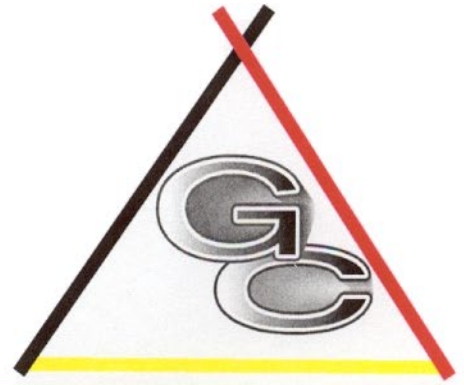
Upper Sioux Community

Gaming Commission

Office of Regulation and Enforcement

PO Box 199 Granite Falls, MN 56241

Phone: 320-564-6095 Fax: 320-564-6013



Gaming Commissioner Position Description

Summary:

The Gaming Commission is an office established by Tribal law with the exclusive purpose of regulating and monitoring gaming on behalf of the Tribe. The sole function of the Upper Sioux Community Gaming Commission is to ensure compliance with all applicable federal laws and regulations, the tribal/state compact, tribal laws and ordinance, gaming policies and procedures.

Gaming Commission Regulatory Functions

1. Assure compliance with established licensing procedures for all employees of the Gaming operations pursuant to the procedures set forth in Title I Sec. 107 of the Upper Sioux Community Gaming Ordinance.
2. Issue, suspend, revoke, and renew license of primary management officials, and key employees upon completion of background investigations and after following established tribal licensing procedures.
3. Conduct background investigations on primary management officials, and key employees according to Title I Sec. 107(B) of the Upper Sioux Community Gaming Ordinance.
4. Review an applicant's prior activities, criminal record, if any, reputation, habits and associations to make a finding concerning the eligibility of a primary management official or key employee for employment in gaming operations pursuant to Title I Sec. 107(D) of the Upper Sioux Community Gaming Ordinance.
5. Forward completed results of investigations on employment applications for primary management officials and key employees to the National Indian Gaming Commission ("NIGC").
6. Notify the NIGC if, after conducting a background investigation on a primary management official or key employee, the Tribe does not license the individual pursuant to Title I Sec. 107(F)(3) of the Upper Sioux Community Gaming Ordinance.

7. Retain applications and reports of background investigations of primary management officials and key employees for no more than three years from the termination of employment pursuant to Title I Sec. 107(F)(4) of the Upper Sioux Community Gaming Ordinance.
8. Issue separate licenses to each place, facilities or location on Indian lands should the tribe elect to allow gaming pursuant to Title I Sec. 108 of the Upper Sioux Community Gaming Ordinance. Maintain records of individuals licensed and on individuals denied licenses, maintain records on individuals, if any, prohibited from engaging in gaming activities within the tribe's jurisdiction.
9. Ensure that the gaming facilities are operated in a manner that adequately protects the public health and safety of employees and guests.
10. Ensure that the tribe conducts an annual independent audit of gaming operations and submits the resulting reports to the National Indian Gaming Commission. Ensure that all gaming related contracts that result in the purchase of supplies, services or concessions in excess of \$25,000 annually, except contracts for professional legal and accounting services, shall be specifically included within the scope of said audit pursuant to Title I Sec. 108(A)(B) of the Upper Sioux Community Gaming Ordinance. The Gaming Commission shall oversee the transfer of funds to ensure the percentages of the Upper Sioux Community Per Capita Plan are met. Once this is completed their responsibility for overseeing the proper distribution of funds ends.
11. Monitor gaming activities to ensure compliance with tribal law/regulations, including the System of Internal Controls - Gaming, and federal law/regulations, Title I Bank Secrecy Act Compliance Program and Suspicious Activity Reporting by Casinos (SARC).
12. Interact with other regulatory law enforcement agencies regarding the regulation of gaming.
13. Conduct investigations of possible violations and take appropriate enforcement action with respect to the Tribal Gaming Ordinances and regulations.
14. Provide independent information to the Upper Sioux Board of Trustees on the status of the tribe's gaming activity.
15. Issue licenses and/or permits to persons and entities that deal with the gaming operation such as manufacturers and suppliers of machines, equipment and supplies pursuant to Secs. 5, 4 and 6.13 of the Tribal/State compact. A license/permit fee structure shall be utilized when enforcing this provision.
16. Perform audits of gaming business transactions to ensure compliance with regulation and policy.
17. Assure compliance with rules of various games and inspect games, tables, equipment, machines, cards, chips, and tokens used in the gaming operations for compliance.

18. Assure compliance with video surveillance standards.
19. Assure compliance with standards/criteria for gaming machines and facilitate the testing of machines for compliance.
20. Provide direct supervision over the Surveillance Department.
21. Perform administrative functions associated with staff supervision.

Signatory Authority:

1. Background Investigation Reports
2. Criminal Investigations
3. Gaming and Non-Gaming Licenses
4. Key Logs for all departments for inspection and audit requirements
5. Slot Machine Maintenance Sheets
6. Minimum Internal Control Standards for all USC Gaming properties
7. Fines and/or sanctions
8. Supervisory Functions

Access to Sensitive Assets and Areas:

1. Unfettered access to all gaming and non-gaming areas by abiding by prescribed procedures.

The following persons may not serve as Gaming Commission members per tribal law:

1. Current employees of any gaming enterprise on the Upper Sioux Community reservation; or
2. Persons related to any gaming contractor (including any principal thereof or closely associated independent contractor(s)); or Persons who have a felony conviction within the last ten years; or
3. Persons having an interest in or responsibility for, either directly or indirectly, any gaming related contract with the Tribe or any gaming enterprise on the Upper Sioux Community reservation.

Please submit a professional cover letter and resume by **Friday, March 31, 2023**, to:

Executive Office Manager
Upper Sioux Community
P.O. Box 147
Granite Falls, MN 56241-0147