

PERSONNEL



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VACANCY ANNOUNCEMENT

POSITION: Senior Director of Regulations
DEPARTMENT: Gaming Commission
LOCATION: Cheyenne and Arapaho Gaming Commission Office, Concho, OK
STATUS: Full Time, Permanent/ Exempt
REPORTS TO: Chief of Staff
ISSUE DATE: August 20, 2026

OPEN UNTIL FILLED

The following is under the direct supervision of the Chief of Staff, a summary of the requirements, conditions, and duties of a Senior Director of Regulations with the Cheyenne Arapaho Gaming Commission. Additionally, information regarding how to apply for a position with the Commission is included.

POSITION DESCRIPTION:

This position will supervise the work of the gaming commission employees related to various assignments involving casino regulations. The Senior Director of Regulations will assist with implementing and enforcing the Cheyenne Arapaho Gaming Commission Regulations, Tribal Internal Controls (TICS) and the Cheyenne Arapaho Gaming Ordinance, in order to promote safety, security and integrity of gaming on Cheyenne Arapaho Tribal lands. The SOR will Review, evaluate and make recommendations concerning compliance in all Lucky Star casinos. This position may also conduct studies and compile statistics for program revision and enhancements. The work requires knowledge of compliance and audit procedures, regulations, and supervisory techniques.

QUALIFICATIONS:

- High school diploma or equivalent.
- Post high school courses/degrees at the community/junior college level in business administration/law are desirable.
- Gaming regulatory, law enforcement or equivalent experience is desirable.

PROFESSIONAL REQUIREMENTS:

- Be a United States Citizen. Be a minimum of 21 years of age. Possess and maintain a valid driver's license.
- Complete a background investigation, which includes personal history, criminal history, driving record, credit rating, and employment references, and satisfy the suitability standards established by the Gaming Commission for key employees and primary management officials.
- Not use or possess illegal narcotics or controlled substances.
- Successfully complete the Gaming Commission's training program. Adhere to the Gaming Commission regulation prohibiting an employee from gambling or playing

any licensed game or gaming device within the Cheyenne Arapaho Tribal Lands.
Strong work ethic; available to work evenings and weekends.

TYPICAL DUTIES:

- (The following is used as a partial description and is not restrictive as to duties required.)
- Assists in the selection and assignment of *staff*, ensuring compliance with applicable employment policies and procedures.
- Coordinates the completion of the casino's internal audit through compliance and audit activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.
- Evaluates and verifies employee performance through the review of completed work assignments and work techniques.
- Identifies *staff* development and training needs and ensures that training is obtained.
- Directs and supervises the maintenance of records, preparation of reports, and composes correspondence relative to the work.
- Directs the review of casino operations to determine compliance with applicable law and regulations; directs and supervises periodic monitoring inspections and audits;
- Assists as necessary in monitoring inspections of casino gaming operations, and preparation of written reports of findings. The inspections will be based on observations inquiries and analysis of gaming records. The monitoring assures that the casino operations are in compliance with Cheyenne Arapaho Gaming Commission Regulations & TICS;
- Assists as necessary in the inspection of gaming devices and other associated equipment in the Cheyenne Arapaho casinos to verify that the examined devices in the field are substantially identical to the approved devices;
- Assists as necessary in the collection of intelligence information regarding criminals and criminally oriented persons, the activity of individuals engaged in organized crime and other activity relating to the gaming industry;
- Interviews witnesses/complainants and interrogates suspects; conducts covert surveillance, obtains information from confidential informants through appropriate recruitment, development, maintenance and control of said informants and other cooperating individuals;
- Provides assistance to other jurisdictions in gaming-related matters and cooperates with other law enforcement agencies in the exchange of information as appropriate;
- Perform as representative of the Gaming Commission pursuant to the Cheyenne Arapaho Gaming Regulations with regard to, but not limited to, the movement of electronic gaming devices, receipt of shipments of gaming equipment to/from casino, destruction of chips and tokens etc.;
- Respond accordingly to any tort claims submitted against the Cheyenne and Arapaho Casinos.
- Performs other related tasks as assigned.

Additional Duties

- The Senior Director of Regulations will also work directly with the Gaming Commissioner's and the Casino's Management and Compliance Director with writing procedural policies and code enforcement policies to protect the Assets of Lucky Star Casino's and the Cheyenne and Arapaho Tribes.
- Coordinate with Casino Management on scheduling new or maintenance of machines over all location.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

(Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

- Thorough knowledge and understanding of licensing ordinances, regulations, policies, and procedures pertaining to gaming licensing activities;
- Familiar with practices and procedures of the gaming industry;
- Knowledge in investigation and interview techniques;
- Knowledge of training and supervisory techniques;
- Knowledge and advanced ability to use personal computers;
- Knowledge of employee policies and procedures;
- Excellent spelling ability, grammar and verbal skills;
- Ability to read, learn, interpret and apply ordinances, regulations, policies, and procedures pertaining to gaming enforcement;
- Knowledge in areas of surveillance, licensing, internal audits and compliance;
- Knowledge in investigation and inspection techniques;
- Ability to conduct investigations, interview suspected violators and obtain evidence regarding violations of the applicable law and regulations;
- Ability to mediate disputes;
- Ability to maintain records and prepare reports and correspondence related to work;
- Ability to maintain confidential records as required by law and regulations;
- Ability to communicate effectively with others;
- Ability to maintain favorable public relations.

CONDITIONS:

All Gaming Commission employees are required to work shifts that may include odd hours, weekends, and holidays as assigned.

Work is essentially conducted in a standard office setting but may require travel and periodic high concentrations of noise and second-hand tobacco smoke associated with casino settings.

All Gaming Commission employees shall follow all conditions of employment as stated in the Commission's Personnel Manual.

LOCATION OF EMPLOYMENT:

The Senior Director of Regulations currently has a permanent office in Concho, Oklahoma; however, travel will be required for enforcement coverage to casino gaming facilities located on Cheyenne Arapaho Tribal land.

DUTIES AND REQUIREMENTS INFORMATION NOT A CONTRACT:

This position description is not a contract of employment. Even though an applicant might successfully pass the examination process and comply and complete the background investigation, there is no guarantee the applicant will be hired by the Gaming Commission

PREFERENCES

Among qualified applicants, preference is given in the following order:

- Enrolled Member of the Cheyenne and Arapaho Tribes;
- Enrolled Members of another Tribe;
- Non-Native American

SALARY RANGE:

Call the Gaming Commission's Office for current salary information (405) 442-7752.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

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To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov