

# KICKAPOO TRIBE OF OKLAHOMA



## NOTICE OF VACANCY

EMPLOYMENT: Executive Director of Gaming

DEPARTMENT: Gaming Commission

STATUS: 1 Full Time

DEADLINE: June 7, 2010 by close of business 5:00 PM.

### JOB DESCRIPTION:

The Kickapoo Tribe of Oklahoma is seeking an Executive Director of Gaming. Successful candidate shall act as the official liaison with casino management, KTO Gaming Commission, and KTO Business Committee. Also, they will act as official liaison with local, state, and federal agencies to include the State of Oklahoma Compliance Agency and National Indian Gaming commission. Said applicant shall ensure adherence to the regulatory duties and responsibilities set forth by the Kickapoo Tribe of Oklahoma Gaming Ordinance. Also, candidate shall ensure all federal, state, and local licensing, audit and compliance requirements are being maintained.

### MINIMUM REQUIREMENTS:

- (1) **Education:** Bachelors Degree preferred with combination of two-three years work related experience.
- (2) **Skills:** Minimum of two-three years clerical experience in fast-paced office setting. Working knowledge of federal and state gaming laws. Familiar with standard concepts, practices and procedures of the gaming industry. Ability to maintain a HIGH level of confidentiality. Ability to work independently and with other co-workers.
- (3) **Requirements:** Must be able to obtain a Class III Gaming License. Previous gaming industry experience and must possess knowledge of gaming regulations and technical standards, such as minimum Internal Control Standards, U.S. Treasury Bank Secrecy Act, and the State Compact between Kickapoo Tribe of Oklahoma Gaming Commission/State of Oklahoma and the Kickapoo Tribe of Oklahoma Gaming Commission Regulations. Must possess documents that establish both Identity and Employment Eligibility and pass a drug screening test and pass extensive background investigation.

If you are interested in the positions listed above, please submit resume and/or application to:

Kickapoo Tribe of Oklahoma  
Attn: Human Resource                      or by Fax: 405-964-7046  
PO BOX 70  
McLoud, OK. 74851

*Kickapoo Tribal Members and Indian preference in filling this vacancy is given to qualified candidates, in accordance with Title 25, U.S. Code Section 472 and 473. Kickapoo Tribe of Oklahoma is an equal opportunity employer.*