



Employee Job Description		
Position Title: Gaming Commissioner		
Position ID #		
Facility: St. Croix Casinos Turtle Lake, Danbury and Hertel, Gaming Commission Offices		
Job Family: Gaming Commission	Comp Grade: \$24.02	Status: FT

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Position Summary:

Responsible for the regulatory oversight of casino management, operations and all subcontractors/providers of services to the casino. Ensure gaming equipment is properly protected, operated and maintained in accordance with applicable laws and regulations. Effectively manage the employees associated with the Tribal Gaming Commission, including the Surveillance Department of all the casino properties.

Essential Functions:

- On-call availability including nights and weekends as required
- Excellent oral and written communication skills
- Ability to maintain strict levels of confidentiality
- Ability to multi-task
- Ability to work independently and cooperatively
- Ability to study, research and understand applicable laws and regulations
- Ability to promote and maintain a good working relationship with casino operations and state and federal regulators.

Gaming Commissioner Job Duties:

- Maintain a good attendance record.
- Open communication with fellow commissioners and commission staff.

- Hold and attend meetings with General Managers, outside regulatory bodies and St. Croix Tribal Council.
- Review and approve gaming contracts and employee and vendor licenses.
- Review and attempt to resolve patron and employee disputes/grievances.
- Any other duties assigned by St. Croix Tribal Council and the Gaming Commission.
- Ability to travel to each of the 3 casino properties as well as the Tribal Center when needed.

Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to be an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

Type of Supervisory Responsibilities: N/A

Supervisory Responsibilities:

Directly Reporting to: St. Croix Tribal Council

Matrix of INDIRECT Reporting: St. Croix Tribal Council

Scope and Complexity:

Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive information, and appropriate application of business operations and practices.

Physical Demands/Environment Factors:

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 30 pounds.
- Requires significant use of personal computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- May require off-site travel.

Minimum Qualifications:

- Must demonstrate ability to assess situation and formulate plan of action. Able to identify potential issues and proactively contain and manage challenges.

- At least 21 years of age. Drug free.
- This position requires professional confidentiality with sufficient practical gaming property knowledge and experience.
- Any combination of experience or education that will allow the applicant to satisfactorily perform the duties of the job.
- Requires basic to intermediate level computer skills and ability to access information in meaningful ways.
- Excellent oral and written communication skills.
- Ability to main strict levels of confidentiality.
- Requires skill in conflict resolution.

Preferred Qualifications:

- Bachelor’s or Associate’s Degree in related field or any combination of education and relevant work experience.

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.