



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 01/25/2019	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: SOFTWARE COMPLIANCE AGENT			
Pay Grade SG 10	Salary Range \$31,865-41,579	Classification Full Time	
Department: OFFICE OF PUBLIC GAMING	Location: Tulsa	Location Code: 33SW	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	Under the supervision of the Software Compliance Supervisor, the Software Compliance Agent will be responsible for maintaining accurate gaming software and machine inventory information and reporting information to the Software Compliance Supervisor. This position will be responsible for updating and maintaining machine tracking database, tagging and licensing each gaming machine and ensuring software compliance to protect the integrity of the electronic gaming machines.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Responsible for updating and maintaining machine tracking database, including but not limited to tagging and licensing each gaming machine. 2. Review documentation and specification for gaming machines, as well as testing software submitted for installation. 3. Communicate with licensed gaming vendors as well as all Muscogee (Creek) Nation game facilities. 4. Coordinate machine installations and software updates. 5. Coordinate machine audits. 6. Analyze activity and identify compliance and weaknesses through testing components. 7. Continued compliance through inspection reviews and component tracking. 8. Maintain accurate, detailed records of Internal Control activity. 9. Required to be on call assigned. 10. Asses gaming device viability and reliability. 11. Provide administrative assistance to the Software Compliance supervisor as necessary. 12. Perform other duties as assigned.
Minimum Requirements:	<ol style="list-style-type: none"> 1. Associates Degree 2. Minimum of one year gaming experience. 3. Minimum of six months working with electronic gaming machines. 4. Good written and verbal skills are critical. 5. Experience can be substituted for education requirements.
Preferred Requirements:	<ol style="list-style-type: none"> 1. Bachelor's Degree in Electrical engineering, Computer Engineering, software Engineering, or Computer Science or three or four



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	year's experience in a gaming related field. 2. Previous technical support experience is preferred. 3. Two years of gaming experience. 4. Working knowledge of Class II and Class III gaming machines.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	MCN Gaming License

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: Up to 50 lbs. Up to 100 lbs. Over 100 lbs.
 Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.
 While performing the duties of this Job, the employee is regularly exposed:

Fumes or airborne particles Outside weather conditions Toxic or caustic chemicals
 Risk of electrical shock Vibration Loud Noise

Disclaimer:



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The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.