

## SENECA-CAYUGA NATION

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### VACANCY ANNOUNCEMENT

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The Seneca-Cayuga Nation is accepting applications for the below position.

In compliance with the Seneca Cayuga Nation, Tribal Government Office Employees Personnel Policy, before applicants are solicited from outside the Tribe, consideration shall be given to upgrading the existing staff according to the Tribe's Career Development Program. To qualify for this position prospective applicants must submit a complete application for employment which addresses the applicant's ability to perform each of the below listed specific areas of responsibility, qualifications, and requirements, as well as the physical requirements for this position. Applications are available at 23701 South 655 Road, Grove, OK 74344 and online at [www.sctribe.com](http://www.sctribe.com). Resumes with completed applications may be submitted to Human Resources or online to [clewis@sctribe.com](mailto:clewis@sctribe.com).

Posted 4/28/2025 . Position Closes 5/11/2025 .

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**Position Title:** IT Compliance Officer

**Department:** Gaming

**Immediate Supervisor:** Deputy Gaming Commissioner/Gaming Commissioner

**Position Supervised:** None

#### **General Statement of the Responsibility:**

The IT Compliance Officer's role is to ensure the stability, integrity, and security of the in-house voice, data, video, and wireless network services. This is achieved by planning, designing, and developing local area networks (LANs) and wide area networks (WANs) across the Agency. In addition, the IT Compliance Officer will participate with the installation, monitoring, maintenance, support, security, and optimization of all network hardware, software, and communication links regarding the FBI fingerprint machine and the surveillance system. This individual will also be required to assist in the audit of the casino IT infrastructure and the testing of electronic gaming machine compliance, analyze and resolve in-house network hardware and software problems in a timely and accurate fashion, and provide end user training where required.

#### **Specific Areas of Responsibility:**

##### **Regulatory Compliance**

- Oversee and ensure the protection of any and all networks that house the criminal history record information (CHRI) obtained by the SCOGC in accordance with the SCOGC's regulations and Standard Operating Procedures.
- Shall conduct audits of all networks that house CHRI and work with the SCOGC's Local Agency Security Officer (LASO) to oversee security testing and compliance with NIGC and FBI requirements.
- Participate in audits performed by the NIGC and FBI regarding CHRI networks and perform any corrective actions necessary for compliance with NIGC and FBI regulations regarding such networks.
- Assist in audits of the Grand Lake Casino (GLC) IT systems to ensure they are performing in accordance with the MICS requirements.
- Review and maintain documentation on all VPN connections to gaming machines and gaming servers and follow up with appropriate testing of software involved in the award of prizes.
- Assist in the testing of software for electronic gaming machines and the completion of associated documentation for the purposes of MICS compliance.
- Assist in the yearly audit of the GLC gaming devices and servers.
- Complete and maintain the NIGC Security Awareness Training and certification.
- Ensure MICS compliance of the surveillance system by assisting in the installation of cameras, analyze and resolve network hardware and software issues timely and in accordance with MICS.

##### **Department Operations**

- Work with the Nation's IT Network Technician and any external firms contracted to maintenance and repair the SCOGC network, including servers, internet access, telephone service, fax service, emails, computers, and any other IT related functions.
- Maintaining, configuring, and monitoring virus protection, network securities, disaster recovery and data backups.
- Serve as the administrator of the CIP system for both the SCOGC and GLC, working with the GLC's IT Manager and the engineers of CIP to repair, maintenance and update the CIP system.
- Serve as the administrator of the SCOGC door proximity system, oversee the repair and maintenance of the Prox system and assist in the assignment of credentials.
- Serve as the administrator of the SCOGC surveillance system, work with the Integrator to oversee the repair, maintenance, and updates of this system to ensure MICS compliance and that the Surveillance Department has full use of the system as intended.
- Oversee the annual cleaning schedule of the surveillance system.
- Oversee the repair and associated documentation of electronic gaming machines.

## **Communication**

- Prepare documents and other reports as required to satisfy the Compliance SOPs and MICS Requirements.
- Maintain equipment lists of all electronic equipment utilized by the SCOGC specifically document and specify the location of all surveillance equipment utilized for purposes of inventory.
- Create and maintain documentation as it relates to network configuration, network mapping, processes, and service records.

## **Qualifications and Requirements:**

### **Education and/or Experience:**

- A Bachelor's degree in computer science related field is preferred or five (5) years work experience. Cisco Certified Network Associate (CCNA) or Cisco Certified Network Professional (CCNP) or equivalent certifications preferred.
- Proven experience and success with LAN, WAN, and WLAN design and implementation.
- Proven experience with network security principals and general network management best practices.
- Working technical knowledge of current network hardware, protocols, and internet standards, including routers, switches, firewalls, remote access and Ethernet.
- Managing and supporting enterprise level IP networks and excellent troubleshooting experience.
- Excellent verbal, written and oral communication and diplomacy skills.
- Can adapt to shifting priorities, demands, and timelines through analytical and problem-solving capabilities.
- Ability to collaborate with multidisciplinary teams.
- Reacts to project adjustments and alterations promptly and efficiently.
- Adept at conducting research into project-related regulatory issues and products.
- Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial.
- Outstanding organizational skills.
- Flexibility and ability to manage multiple priorities.
- The ability to work odd hours and overnight shifts when necessary.
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In order to be eligible to apply for a gaming license an applicant must meet the following criteria:

- Has not been convicted of or entered a plea of guilty or no contest to a felony within the previous ten (10) years;
- Has no outstanding arrest warrants at the time of application;
- Has not been convicted of any crime of any degree involving fraud, dishonesty, misrepresentation, or any other offenses involving moral turpitude;
- Has not been adjudged culpable for any gaming-related offense; and
- Has not been subject to a gaming license revocation for any gaming-related violations.

**PHYSICAL REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is also regularly required to stand, walk, sit and use dexterity of hands and fingers to operate a computer keyboard, mouse, and other tools and devices. The employee shall be required to stand for extensive periods of time. The employee is required to reach with hands and arms, to sit, climb or balance, and stoop, kneel, crouch or crawl. The employee must be able to engage in repetitive motion using wrists, fingers and hands. The employee must be able to lift at least 20 lbs and push, pull, or drag up to 50 lbs. Travel will be required for the purpose of meetings, conducting work off site, and training sessions.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is regularly exposed to fumes or airborne particles, including second-hand environmental smoke. The noise level in the work environment is moderate to high. The employee may be exposed to the risks associated in attempting to resolve issues with extremely irate or difficult people. The employee may be required to work in tight, dark spaces and with electronic components.

**Tribal/Indian preference will be observed in the filling of this position.**