



VIRGIN ISLANDS CASINO CONTROL COMMISSION

POSITION VACANCY ANNOUNCEMENT FOR LICENSING AND COMPLIANCE OFFICER

Salary Range: \$55,000 to \$61,000 per anum

Classification: Exempt

Location: St. Croix, U.S. Virgin Islands

Position Summary: Pursuant to the Virgin Island Casino and Resort Control Act of 1995, as amended, as codified at V.I. Code Ann. tit. 32 § 401 *et seq.*, the Virgin Islands Casino Control Commission (“Commission”) is mandated to license and regulate all casinos and casino hotels, their owners and operators, employees, vendors, and any others involved in the casino industry of the U.S. Virgin Islands to ensure that all meet the legal requirements of good character, honesty, and integrity. Under the direction of the Chairman/Chief Executive Officer and other designated authority, the Licensing and Compliance Officer performs the daily duties and responsibilities required to meet the licensure and regulatory mandate of the Commission.

Examples of Duties: Using a working knowledge and understanding of 32 V.I.C. § 401, *et seq.* and the rules and regulations promulgated thereto, serves as the contact person within the Commission for individuals and entities seeking licenses, registrations, and work permits (collectively referred to as “licensure documents”); receives and reviews all applications for licensure documents and advises the Commission on the qualifications and suitability of the applicants; maintains complete records of licensure documents with their attendant conditions and renewals; receives and maintains records for payments for licensure documents; drafts statements of compliances, licensure resolutions, and other documents for review and signature of the Commission; develops licensing and compliance forms and procedures and audits their efficiency and effectiveness; coordinates the processing of licensure documents between the Commission and the V.I. Division of Gaming Enforcement (DGE); assists the DGE in its investigations of licensure applications; receives and forwards patron complaints to the DGE for investigation; receives and analyzes daily, weekly, monthly, quarterly, and annual financial and other reports submitted by the casinos and casino hotels to determine statutory and operational compliance and notifies the Commission and the DGE of any deviation; tracks matters affecting the casino industry locally, nationally, and globally and makes recommendations to the Commission; supervises and schedules the casino inspectors in the monitoring of the daily operations of the casinos and reviews their reports for actionable items; visits the casino and casino hotels on a regular basis; conducts training workshops for the casino inspectors, other staff and stakeholders; participates in Commission meetings and hearings; performs such other duties as prescribed and delegated by the Chairman/CEO or the designated authority.

Qualifications (minimum): Bachelor’s degree from a four-year accredited college or university. A minimum of three (3) years of responsible experience in administrative, paralegal, or similar work. Must be able to utilize several types of office electronic equipment, with working knowledge of word processing, accounting, and research software, such as Microsoft

Word, Excel, QuickBooks, Lexis-Nexis. Must be able to read, write, speak, understand, and communicate in English proficiently to perform the duties of this position.

To Apply: Submit, by email, a detailed letter of interest, resumé, contact information and three (3) job references to Marvin L. Pickering, Chairman/Chief Executive Office, Virgin Islands Casino Control Commission, mpickering@casinocontrolcommission.vi

This job announcement closes at 5 PM on Friday, April 4, 2025.

THIS JOB ANNOUNCEMENT IS NOT INTENDED TO BE ALL-INCLUSIVE. THE EMPLOYEE MAY PERFORM OTHER RELATED DUTIES TO MEET THE NEEDS OF THE VIRGIN ISLANDS CASINO CONTROL COMMISSION. THE VIRGIN ISLANDS CASINO CONTROL COMMISSION IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.