



Ho-Chunk Nation

Job Description



TITLE: Vendor Licensing Investigator		JOB CODE: VELI
Government - Employee	EEO: 5	PAY GRADE: 11
Non-Exempt	No Flex	FUNDING SOURCE: NPD
HO-CHUNK PREFERENCE		

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."
All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

POSITION OVERVIEW

The Vendor Licensing Investigator is responsible for conducting background investigations and/or due diligence inquires associated with vendor registration or licensure with the Ho-Chunk Nation in accordance with federal, state and tribal regulations. The duties of this position includes, but is not limited to; processing Classification Determination Requests, communication with vendors registering or applying for gaming-related licensure, compilation of required documents and preparation of comprehensive reports for registration and licensing decisions.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. MUST MAINTAIN STRICT CONFIDENTIALITY.
2. Process Classification Determination Requests daily from the Class II and III Gaming Operations to determine whether the vendor must register or be licensed and what appropriate fees must be assessed.
3. Conduct inquiries both verbally and in a written format on various types of businesses, the principals and other vendor employees identified as needing to be licensed, including but are not limited to; court record searches, employment verification and credit checks.
4. Analyze and compile vendor information into concise and comprehensive reports that provide details for registration and license determinations.
5. Review vendor registration or license application material and other background information and compare against records obtained from outside sources to identify and report any discrepancies.
6. Identify potential areas of concern pertaining to vendor registration or licensing and communicate the concerns to the Licensing Manager, if needed.
7. Maintain logs on the progress of vendor registration and background investigations daily and provide statistical data regarding vendor registration or license status.
8. Access and review computerized database of vendor information to ensure the vendor status is current.
9. Organize and maintain vendor hard files as necessary in a secured, confidential manner.
10. Perform other duties as assigned by the Licensing Manager.

JOB RESPONSIBILITY

Job Reports to	Licensing Manager
Leadership Accountability	None
Supervisory Accountability	None
Organizational Accountability	Prepare and maintain vendor files
Financial Accountability	Collect vendor registration and licensing fees



Customer Accountability	Interact with the Nation's Gaming Commission, Treasury Department and outside agencies during the registration and/or licensing process.
Freedom to Act	Work with minimal supervision in accordance with established policies and procedures.

MINIMUM QUALIFICATIONS

EDUCATION:

1. High school diploma or equivalent.
2. Two years of higher education preferred.

ESSENTIAL:

1. All Vendor Licensing Investigators will be subject to Criminal and Civil Investigations and obtain clearance by the Ho-Chunk Nation Gaming Commission prior to employment in the Compliance Division.
2. Must be able to obtain and maintain a Class II & III gaming license.
3. Must be bondable and able to acquire a Notary Public certification.
4. Exceed the minimum requirements of eligibility for issuance of a Ho-Chunk Nation Gaming License as mandated by the Indian Gaming Regulatory Act, the State of Wisconsin Compact, and the Ho-Chunk Nation Amended and Restated Gaming Ordinance.
5. Must have a valid driver's license, dependable transportation, and proper insurance.

EXPERIENCE:

1. Four (4) years of experience in accounting, purchasing, contract review, background investigations or gaming finance required.
2. Must have computer and record keeping experience, proficient with database, word processing and spreadsheets.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Ability to work with computers and online licensing software.
2. Ability to guide external users through the online licensing process.
3. Must be able to maintain confidential material and communicate in a professional manner.
4. Excellent written and verbal communication skills.
6. Ability to work cooperatively in a team environment or independently, as needed.
7. Must have knowledge of the Ho-Chunk Nation Amended and Restated Gaming Ordinance, Indian Gaming Regulatory Act and the Ho-Chunk Nation/State of WI Compact.

WORK PLACE RESPONSIBILITY

1. Assist the Licensing Manager in assuring compliance with Federal Regulations, State Compact, Tribal Ordinances, Drug, Alcohol and Controlled Substance Policies and Procedures and other applicable laws.
2. Assist the Licensing Manager in overseeing all aspects of gaming license requirements and background investigations for all applicable Ho-Chunk Nation personnel and/or vendors in compliance with the Federal regulations, State Compact, and Tribal Ordinances.

WORKING CONDITIONS

1. The position requires work in an office setting. Although the Licensing offices are non-smoking, some locations may include regular exposure to smoke filled common areas within the casinos operated by the Nation.
2. Maintain flexibility with regard to individual work schedule as some after hours and weekend and/or holiday work may be required.
3. Physical demands of the position include sitting for extended periods, typing and computer work, lifting boxes of files up to 50 pounds.
4. Occasional travel may be required to fulfill effectively above job description functions.