



Ho-Chunk Nation

Job Description



TITLE: Licensing Investigator		JOB CODE: LINV
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 Licensing Investigator is responsible for processing gaming license applications and conducting background investigations on applicants in accordance with Federal, State and Tribal laws. The Licensing Investigator works with applicants to ensure applications and documents are complete. The Licensing Investigator conducts thorough background investigations on each applicant. The Licensing Investigator provides the Gaming Commission with additional information requested regarding an applicant.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. MUST MAINTAIN STRICT CONFIDENTIALITY.
2. Responsible for tracking and monitoring all licensed employee files through the licensure process as outlined in the Licensing Division Standard Operating Procedures, the Ho-Chunk Nation Amended and Restated Gaming Ordinance, the State Compact, NIGC MICS, and the Indian Gaming Regulatory Act.
3. Responsible for assuring that all gaming licenses held by employees are current and shall assist in coordinating all renewals of the employee licenses.
4. Complete criminal background checks with applicable software and Internet access programs in accordance with the Indian Gaming Regulatory Act, the State Compact, the Ho-Chunk Nation Gaming Ordinance and addendums and maintain an accurate log of all criminal background checks completed.
5. Responsible for issuance of licensing packet to applicable employees and fully audit and process all documents submitted in accordance with the Ho-Chunk Nation Amended and Restated Gaming Ordinance and the Compliance Division Standard Operating Procedures.
6. Responsible for compiling all requisite documentation for each applicable employee to ensure submission to the National Indian Gaming Commission in accordance with the Indian Gaming Regulatory Act within the 60-day deadline from an applicant's date of hire in a licensed position.
7. 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 licensing files.
Financial Accountability	NONE
Customer Accountability	Interact respectfully with the Nation's employees and the outside entities.



Freedom to Act

Perform duties with minimum supervision.

MINIMUM QUALIFICATIONS

EDUCATION:

1. High School Diploma or equivalent required.
2. Two (2) years of post-high school education preferred.

ESSENTIAL:

1. Must be able to obtain and maintain a Class II and Class III gaming license.
2. Must 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.
3. Must be bondable and able to acquire a Notary Public certification.
4. Must possess and maintain a valid driver's license, dependable transportation and proper insurance.

EXPERIENCE:

1. Must have computer and record keeping experience, proficient with database, word processing and spreadsheets.
2. Experience in conducting interviews preferred.
3. Experience in handling confidential and personal information preferred.

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 self-motivated and trustworthy.
4. Proficient in verbal and writing skills.
5. Must be able to write clear, concise, and objective investigative reports.
6. Must have the ability to extract and discover information in a discreet and confidential manner.
7. Must employ tactfulness, diplomacy, objectiveness, and strong organizational skills.

WORK PLACE RESPONSIBILITY

1. Assist the Licensing Manager in overseeing all aspects of gaming license requirements and background investigations for all applicable Ho-Chunk Nation personnel in compliance with the Federal regulations, State Compact, and Tribal Ordinances.
2. As assigned by the Licensing Manager, this position is responsible for compiling all requisite documentation for each employee for submission to the Ho-Chunk Nation Gaming Commission in accordance with the Ho-Chunk Nation Amended and Restated Gaming Ordinance.
3. Verify applicant's work history and personal references.
4. Schedule and obtain applicant fingerprints and pull criminal history reports.
5. Investigate any criminal charges obtained from reporting agencies or criminal charges disclosed by applicant.
6. Evaluate applicant's public records such as bankruptcies, civil judgements or small claims suits and request necessary statements for applicant's file.
7. Monitor licensed employee's court cases and review any criminal dispositions which may affect their license eligibility. Provide report to the Licensing Manager.
8. Contact appropriate State and Tribal Gaming Regulatory Agencies to verify other gaming licenses and verify any other professional licenses the applicant disclosed on their application.



WORKING CONDITIONS

1. All employees will be subject to the drug and controlled substance abuse testing consistent with the Ho-Chunk Nation Drug, Alcohol and Controlled Substance Policy.
2. 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.
3. Maintain flexibility with regard to individual work schedule as some after hours and weekend work and/or holidays may be required to fulfill effectively on job functions.
4. Physical demands of the position include sitting for extended periods, typing and computer work, lifting boxes of files up to 50 lbs.
5. Must be able to work in a high stress environment.
6. Occasional travel may be required to fulfill effectively above job description functions.