



Menominee Casino Resort

1st Posting

Position Investigator

Job Status Full-Time

Minimum Age 21

Wage NEGOTIABLE

Date Posted Wednesday, September 11, 2019 8:00:00 AM

Date Closed Tuesday, September 17, 2019 4:30:00 PM

FIRST POSTING: OPEN 5 DAYS AND LIMITED TO ANY ENROLLED MENOMINEE TRIBAL MEMBER. SECOND POSTING: OPEN TO THE GENERAL PUBLIC.

SUMMARY

The Investigator shall be responsible for the overall investigation of all internal/external investigations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Shall conduct thorough internal/external, non-regulatory investigations on any suspected criminal activity, pertaining to the MCR/TC, as directed by the General Manager. From time to time, he/she may be required to investigate regulatory incidents, as required by the Gaming Commission and/or General Manager.
- Shall interview suspects, witnesses and offenders, submitting a written report of all activity to the General Manager.
- Shall when requested investigate fraudulent medical and work related accidents and submit a written report to the General Manager.
- Shall observe and investigate suspicious activity, which may involve working with other departments of the MCR/TC.
- Shall develop and maintain a strong working relationship with outside agencies regarding investigations. These may include County, State and federal agencies cases, while being able to provide this documentation, in a timely fashion, as required by the General Manager.
- Shall be able to work a flexible schedule and must be able to do some traveling.
- Shall be bondable under the MCR/TC insurance bond and maintain that bond ability.
- Shall define problem areas and make recommendation to solve these problems.
- Shall be able to work independently with minimum supervision.
- Shall attend any training sessions as directed by the General Manager.
- Shall perform any other duties as assigned by the immediate supervisor.
- Shall keep accurate up-to-date documentation and files on all reported incidents.
- Must be willing to learn and run the various casino software programs as directed.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Candidate shall have a high school diploma. Shall have demonstrated a proven work record in previous positions. A minimum of three (3) years experience in Gaming Security, or investigations is required. Must have knowledge and experience of standard and accepted investigative methods and procedures. Applicant shall also be able to show that they have training and experience in interview and interrogations techniques. CPR and First Aid Certified is preferred.

SPECIAL QUALIFICATIONS

Must not have been convicted of any felonies. Must not have been convicted of any crimes involving battery, resistance or obstructing of Law Enforcement personnel. Must possess and maintain a valid Wisconsin Driver's License, and telephone. Must have and maintain automobile insurance coverage. Must not have been convicted of shoplifting, theft, or any crimes of deception within



MENOMINEE
CASINO RESORT

Menominee Casino Resort

the past five (5) years. Must be Twenty-one (21) years of age, or older, and be able to withstand a background check. Must be able to be approved for and maintain a valid gaming license. Preference given to Menominee or other Native American applicants.

CRIMINAL BACKGROUND MINIMUM REQUIREMENTS

- No person shall be eligible for employment at Menominee Casino Resort/Thunderbird complex if they have been convicted, or have a pending unresolved charge of:
- Any crime which would require compliance with the reporting requirements for sex offenders pursuant to Menominee or Wisconsin law; or
- A felony conviction of any kind in the immediately preceding two years
- A crime of any kind related to gambling in the immediately preceding two years
- A crime of any kind related to theft, fraud, or misrepresentation in the immediately preceding two years;
- A crime of any kind related to a crime of violence, or involving domestic violence, or a drug offense-involving sale of drugs, or possession with intent to sell drugs during the immediately preceding two years.
- "In addition to the minimum criminal background requirements listed above, employee must meet the minimum criminal background requirements necessary to obtain a gaming license as stated in Menominee Tribal Code Chapter 347 and the Tribal Gaming Compact."

LANGUAGE SKILLS

Ability to read and comprehend documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write investigative reports and correspondence. Ability to speak effectively before groups of customers or Employees of the company.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Employee is regularly required to talk or hear. The Employee is also regularly required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools or controls. The Employee is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an Employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. When on the casino floor, the noise level increases to loud.