

Position: Licensing Investigator  
Department: Gaming  
Supervisor: Gaming Administrator  
Supervises: No One  
FLSA Status: Non-Exempt

**Position Summary:**

**Duties and Responsibilities:**

- Conducts ongoing and continuous background investigations on all applicants for manufacturer and distributor's licenses, findings of suitability, key employee licenses, temporary work permits and other gaming related investigations as assigned. This includes investigating prior and current employment and possible criminal histories of applicants.
- Responsible for maintaining all records of gaming applicants, as well as other documents filed with the Sac and Fox Gaming Commission.
- Ensures fingerprints are obtained for each applicant for submission to the Federal Bureau of Investigation and a proper record of submission is maintained.
- Responsible for the proper issuance and record keeping of gaming license badges to employees of the casino.
- Maintains strict confidentiality.
- Completes other duties and special projects as required.

**Knowledge, Skills, and Abilities:**

- Ability to obtain a gaming license from the Sac and Fox Gaming Commission.

**Education and Experience:**

- Minimum education of high school diploma or GED.
- Investigative experience and knowledge of casino operations is a plus.

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Employee's Signature

Date

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Supervisor's Signature

Date