



<b>Employee Job Description</b>		
<b>Position Title:</b> Regulatory Processing and Licensing		
<b>Position ID #:</b>		
<b>Facility:</b> St. Croix Casinos Danbury and Turtle Lake as needed		
<b>Job Family:</b> Gaming Commission	<b>Comp Grade:</b> 18.00/hour	<b>Status:</b> PT/On Call

**St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.**

**Position Summary:** Assist with Processing and licensing of new and current employees. Answer telephones. Conduct background investigations and collect samples.

**Essential Functions:**

- Processing Licensing and submissions
- Organizational skills
- Confidentiality and highest level of integrity
- The ability to administer pre-employment, random, post-accident, and reasonable suspicion drug screens

**Job Duties:**

- Verify employee identification and other documents
- Perform Drug Screens
- Work with other departments and State and Federal Agencies
- Conduct background investigations
- Conduct computer research
- Fingerprint new and current employees
- Receive and make phone calls
- Any other duties assigned by supervisor

**Type of Supervisory Responsibilities:** N/A

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**Directly Reporting to:** St. Croix Gaming Commission

**Matrix of INDIRECT Reporting:** St. Croix Tribal Council

**Scope and Complexity:** Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive information, and appropriate application of business operations and practices.

**Physical Demands/Environment Factors:** Typical Office Environment

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 10 pounds.
- Requires significant use of personal computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- May require off-site travel.

**Minimum Qualifications:** Examples listed below

- Proficiency level typically gained through a combination of high school diploma.
- Must demonstrate ability to assess customer and business needs and formulate plan of action. Able to identify potential issues and proactively contain and manage challenges.
- Requires basic to intermediate level computer skills and ability to access information in meaningful ways.
- Requires skill in conflict resolution and team building.
- Must have demonstrated ability to work collaboratively with all levels of employees and managers.
- Requires effective presentation, verbal and written communication skills.
- Needs commitment to timeliness and attention to detail for acceptable customer service.
- Requires a valid driver’s license and be insurable.

**Preferred Qualifications:**

- High School Diploma
- Computer and Telephone skills preferred

*Native American Preference Given in Accordance with P.L. 93-638 and Amendments.*

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EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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\*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.