



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Background Investigator – (1) Full-time – Gaming Commission)

Summary: Responsible for planning, coordinating, and conducting extensive background investigations on employees and vendors.

Employment Qualifications: Minimum Necessary Qualifications –

- 5 years of experience in conducting background investigations; and
- 2 years supervisory/managerial experience; and
- Knowledge of the Michigan Compiled Laws; and
- Proficient in investigative report writing; and
- Judicial and/or administrative hearing experience; and
- Detailed knowledge of background investigation techniques, including fingerprinting; and
- Law enforcement and/or gaming regulatory licensing experience preferred; and
- Ability to work independently with minimum supervision, including managing multiple tasks; and
- Superior performance in the selection process as determined at the sole discretion of the LRBOI Hiring Manager, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy.

Indian Preference applies in accordance with Ordinance #15-600-02

Pay Grade: E4 **Hiring Rate:** \$46,714 - \$61,948 - **Commensurate with Verified Qualifications**
Status: Exempt; bi-weekly pay **Background Check:** Extensive

Application Instructions: *Incomplete submissions will not be considered.*

Obtain an application form on the Tribe's website www.lrboi-nsn.gov (**under Employment heading**), and a copy of the position description by contacting Human Resources at:

*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
Phone: (231) 398-6859; Email: aliciagoff@lrboi-nsn.gov . Fax: 231-331-1233.*

To apply please submit completed application, cover letter, resume, any/all licensure(s) and relevant certifications, a copy of Tribal ID front/back (if applicable), and a copy front/back of driver license to:

*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
Phone: (231) 398-6859; Email:- apply@lrboi-nsn.gov.*

Incomplete submissions will not be considered.

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following: any pre-employment

interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

For further information, please contact the LRBOI HR Department.

Posted – 03/26/2024

Removal – Until Filled