

Days per week: 5

Requisition Description

Engagement Type: Contract

Short Description: E207: Contract Investigator

Onsite 2-3 per week. Initially, they would likely be onsite more often as they receive "on-the-job" instruction/direction from supervisor and staff

Complete Description:

Duties and Responsibilities

The resource performs background investigations that includes the review of documents, and financial data to determine the applicants' suitability for a sports wagering license. Suitability involves the assessment of applicants' integrity, honesty, good character, and financial position. Incumbent also monitors ongoing suitability of licensees.

Specific duties include, but are not limited to:

1. Examines and evaluates personal and business financial records (e.g., credit history reports, open-source online platforms, tax returns, bank records, court documents, etc.) to determine the source and adequacy of information submitted on the licensing application.
2. Reviews and assesses credit history reports, due diligence/background reports, financial statements, and applies associated internal policies to assess regulatory compliance.
3. Communicates with license Applicants and conducts interviews pertaining to ongoing background investigation.
4. Contacts appropriate internal and external sources to confirm accuracy of information presented by Applicants.
5. Reviews information and/or reports from other gaming jurisdictions where Applicant is licensed for sports wagering or other gaming-related activities.
6. Prepares clear and comprehensive investigative reports.
7. Performs effective utilization of the Microsoft Office Suite for tasks such as data entry and analysis and demonstrates more than basic skills on use of excel. Incumbent is further skilled in accessing licensing data systems.
8. Has demonstrated proficiency in retrieval and disposition of general and confidential material.
9. Will work closely with the supervisor to acquire the knowledge of laws and regulations specific to the District's sports wagering operations
10. Possess effective communication skills both verbally and in writing with people from diverse backgrounds and professions to make recommendations and present findings.
11. Must be detail-oriented and possess strong organizational, prioritizing, record-keeping, and time management skills.
12. Performs all duties in accordance with the OLG's policies and procedures and within the realm of the OLG's vision, mission and values.
13. Promotes the activities of the OLG, its programs and goals to ensure Office objectives align with applicable laws, regulations policies and code of ethics.
14. Incumbent must possess a valid driver's license for the ability to conduct interviews and facilitate the delivery of gaming licenses to sports wagering facilities.
15. Performs other related duties.

Education:

1. High School Diploma

Qualifications:

1. Must be detail-oriented and possess strong organizational, prioritizing, record-keeping, and time management skills.
2. Must possess valid Driver's License

Technical Skills:

1. Microsoft Office Suite

Client Information

Work Location:	2235 Shannon Place SE, Washington DC, 20020	Cost Center:	OLCG
GL:	CBE	Project:	

Required/Desired Skills

Required /Desired

Skill	Required /Desired	Amount	of Experience
Examining & evaluating personal & business financial records (e.g., credit history reports, open-source online platforms, tax returns, bank record	Required	3	Years
Reviewing & assesses credit history reports, due diligence/background reports, financial statements & applies associated internal policies to ass	Required	3	Years
Communicates with license Applicants and conducts interviews pertaining to ongoing background investigation	Required	3	Years
demonstrates more than basic skills on use of excel and candidate is further skilled in accessing licensing data systems.	Required	3	Years
Reviews information and/or reports from other gaming jurisdictions where Applicant is licensed for sports wagering or other gaming	Required	3	Years
Detail-oriented and possess strong organizational, prioritizing, record-keeping, and time management skills	Required	5	Years

Questions

	Description
Question 1	Where is your candidate located? Please provide City/State
Question 2	Does the candidate possess a valid driver's license?
Question 3	Can the candidate be Onsite 2-3 times a week at minimum?