

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

**Job Title:** Background Investigator

**Department:** Human Resources

**Hourly Rate:** \$16.00 - \$20.00

**Full Time:** 40 Hours/Week

**Exempt:** No/Hourly

**Supervisor:** Human Resources Director

**Posting Date:** Public

**Opens:** September 11, 2025

**Closes:** September 25, 2025, at 4:30 pm



**Summary:** The Background Investigator will collaborate with the Human Resources Office to conduct thorough background investigations on potential employees of the Bad River Tribal Government and Enterprise Entities, in compliance with National Indian Gaming Commission (NIGC) regulations, State and Federal requirements, and tribal regulations.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned by the supervisor and/or Executive Director.

**Tribal Government:**

- Conducting comprehensive background checks on prospective employees, vendors, and contractors by utilizing various sources, including databases, public records, and interviews.
- Verify the accuracy and completeness of the obtained information, provide recommendations to management, maintain accurate and confidential records of investigations, and conduct periodic re-investigations as required by tribal policies and regulations.
- Coordinate with the Human Resources team to ensure that all identified prospective hires are subjected to routine investigation and specific required regulations.
- Report all findings to the HR Office, following acceptance or denial of the applicant's qualification for the specific job being sought.
- All information and results of investigations must be maintained with the highest level of confidentiality.
- The investigator will work with Federal and State government agencies to meet their requirements of grantee employees and develop positive working relationships with internal departments and external agencies.
- General knowledge of accounting payment process.

**Tribal Enterprises:**

- Ensure that all investigations are properly conducted and documented in accordance with NIGC laws and regulations.
- Must be able to pass NIGC security awareness training.
- Must be able to pass NIGC training to be appointed Local Area Security Officer. (LASO).
- Must be able to update tribal gaming ordinance sections that pertain to background information and processes.
- Must be able to remain up to date on all new NIGC requirements.
- Maintain a database of investigated applicants for future reference and share a list of all applicants and their key/non-key status with HR enterprises.
- Process and distribute all gaming badges, maintain all reporting requirements as directed by NIGC, and share information with the Gaming Manager and Executive Director as needed.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of

the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Education and/or Experience:**

**Required:**

High School Diploma or its equivalent.

**Preferred:**

Associate degree in criminal justice or a similar field of study.

**Other Skills and Abilities:**

**Required:**

- Maintain and update tribal policies in accordance with tribal governing board requests.
- Strong oral and written communication skills
- Knowledge of computers and software, computer applications, and good typing skills
- Ability to work in diverse settings and communicate effectively.
- Maintain strict compliance with Privacy Act requirements and Confidentiality Policy.
- Familiar with tribal and county court systems and legal processes.

**Preferred:**

- One (1) year of experience in the Background Investigation field.
- Knowledge of NIGC regulations and laws.
- Maintain knowledge of federal and state requirements.
- Have knowledge of electronic fingerprinting systems.

**Background Check:**

- This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.
- This is a required driver position, must possess a valid state driver's license, adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.

**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 accommodation may be made to enable individuals with disabilities to perform essential functions. Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasionally lifting to 25 lbs. and/or carrying for short distances.

**Work Environment:** The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. This position is subject to inside and outside work. The noise level may be moderate to loud.

**Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690, and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.**

**Send Application and Resume To:**

**Bad River Tribe**

**Attn: Human Resources**

**P.O. Box 39**

**Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

**Application material may also be emailed to:**

[HRmanager@badriver-nsn.gov](mailto:HRmanager@badriver-nsn.gov)

[HRAssistant@Badriver-nsn.gov](mailto:HRAssistant@Badriver-nsn.gov)