

**POSITION: MUNICIPAL GAMING ANALYST****JOB POSTING #: 2013-0203****DEPARTMENT:** Council Services**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543263**POSTING STATUS:** Regular Full-time**POSITION #:** 00003874**# OF POSITIONS:** 1**GRADE/CLASS:** 0.15**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$28.19 to \$33.15 Hourly**HOURS PER WEEK:** 33.75**DUTIES:**

Reporting to the Manager of Policy, Gaming & Licensing/Deputy Licence Commissioner, responsible for providing assistance to charitable organizations, gaming suppliers, and other staff on provincial legislation and requirements. Conducting criminal lottery investigations on charitable organizations, establishing root cause to the breaches and reporting on the findings of investigation. Will interview individuals who may have information concerning an investigation, take witness statements and gather evidence. Developing and providing compliance and audit reports on lottery investigations. Interpreting regulations and reviewing all necessary documentation of charitable organizations to establish on-going eligibility and compliance. Providing detailed briefs for criminal proceedings. Assist with legal action in criminal proceeding by providing testimony. Liaise and work with local police, Ontario Provincial Police, Alcohol and Gaming Commission of Ontario, Ontario Lottery and Gaming Corporation, and other organizations in a confidential manner. Develop and monitor monthly gaming statistics. Analyze trends of profitability of the industry. Assist Compliance and Enforcement Officers in compliance checks. Investigate customer complaints on lotteries, maintains detailed records of all investigations and related activities. Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Other duties as assigned.

**QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation Diploma, plus two-year's post secondary education from a Community College or University in the field of Law and Security, Criminology, Economics or Business or Ontario Ministry of Education equivalencies.
- Must have over one year experience in accounting, law, legislative environment.
- Must have a strong working knowledge of statistics.
- Must have a thorough knowledge of law enforcement functions and criminal investigation procedures.
- Must have effective written, oral, and presentation skills.
- Must have thorough knowledge of Excel and computer skills.
- Must have a thorough knowledge of accounting principles, investigative techniques, courtroom procedures, laws of evidence, Canada and Ontario Evidence Act, Criminal Code of Canada, and the Charter of Rights and Freedom.
- Must have a thorough knowledge of Gaming Services Act, the Alcohol and Gaming Commission and the Ontario Lottery and Gaming Corporation terms and conditions and regulations.
- Must have the ability to travel to offsite locations in a timely and expedient manner as required. If method of travel is by vehicle a current valid and lawful driver's licence is required in accordance with the Highway Traffic Act;
- Experience in criminal court proceedings is preferred.
- Preference will be given to candidates that have testified in Criminal Court proceedings.
- Preference will be given to candidates who demonstrate knowledge of laws governing non-profit and charitable organizations.

**POSTING SPECIFICS:****Posting Period:**

- **Monday, October 21, 2013 at 8:30 AM to Friday, October 25, 2013 at 4:30 PM**
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**

**Who May Apply:**

- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

**How To Apply:**

- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

**Apply To:**

- In person to the Human Resources Department or one of the Customer Care Centres
- By faxing your Job Transfer Form and resume to the Human Resources Department

**Updated:**

- By Human Resources on October 18, 2013