

JOB DESCRIPTION

POSITION:	MUNICIPAL GAMING ANALYST		
DEPARTMENT:	Policy, Gaming, Licensing & By-Law Enforcement	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543263
HOURS OF WORK:	33.75	GRADE/CLASS:	0.15
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to the Senior Manager of Policy, Gaming, Licensing & By-Law Enforcement, this position will be 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. Will be required to conduct weekly on-site visits of various charities to educate on terms, conditions, requirements and duties. 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. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma, plus two (2) years of 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 (1) year of experience in Accounting, Law or a legislative environment;
- 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 and must provide a driver's abstract as a condition of employment;
- Must have a strong working knowledge of statistics;
- Must have a thorough knowledge of law enforcement functions and criminal investigation procedures;
- 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 Freedoms;
- Must have a thorough knowledge of the Gaming Services Act, the Alcohol and Gaming Commission and the Ontario Lottery and Gaming Corporation terms and conditions and regulations;
- 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;
- The physical demands analysis associated with this job indicates a limited / sedentary level of work.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff

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of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.