



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

JOB DESCRIPTION

POSITION TITLE: SURVEILLANCE OBSERVER GRAVEYARD SHIFT
SUPERVISOR TGA DIRECTOR/MANAGER OF SURVEILLANCE
SALARY \$19.86 HOURLY 1 FTE NON-EXEMPT

This job description reflects management's assignment of essential job functions. It does not restrict management's right to assign or reassign duties/responsibilities to this job at any time.

JOB SUMMARY:

1. Protect company assets.
2. Provides surveillance coverage of all areas of the casino.
3. Enforces all regulatory, departmental, and company procedures in an ethical manner.
4. Write comprehensive reports and logs, with the ability to conduct investigations.
5. Maintain the integrity of the casino using clandestine surveillance operations.
6. Observes and records any irregular activities as required.
7. Performs other duties as assigned by the TGA Director/Manager of Surveillance.

ESSENTIAL JOB FUNCTIONS:

1. Maintains surveillance on designated areas and activities, to include but not be limited to Table Games, Slots, and Food & Beverage.
2. Ensures compliance with all Tribal, Federal, State, and company policies.
3. Ensures all department logs and reports are filed whenever needed and ensure all are done in a complete and accurate manner.
4. Ability to display and demonstrate excellent judgment and common sense.
5. Adhere to regulatory, departmental, and company policies in an ethical manner.
6. Maintains confidentiality.
7. Provides written and oral court testimony as required.
8. Must be willing and able to work non-traditional schedules, including nights, weekends, and holidays.
9. Workweek may routinely exceed 40 hours.
10. Must be sensitive to tribal culture and traditions.
11. Ensures full understanding of and adherence to applicable policies, procedures, and tribal/state/federal regulations.
12. Other duties assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL:

1. Respond to visual and aural cues.
2. Read, write, speak, and understand English.
3. Must have excellent hearing and vision, including peripheral.
4. Must be able to sit or stand for long hours observing numerable Closed-Circuit Television screens.
5. Must be able to observe and recall specific details of incidents and persons.
6. Must be able to lift upwards of 25 (50) pounds.
7. Must have manual dexterity to operate surveillance equipment including but limited to, VCRs, monitors, switches, computers, controllers, and cameras.
8. Must be able to work in a fast-paced, multi-task environment and make quick decisions simultaneously as required.
9. Must be able to bend, reach, kneel, twist, and grip items while working from assigned work area.
10. Must be able to tolerate areas containing secondary smoke, bright lights, and noise.
11. Must be able to tolerate a confined work area.

QUALIFICATIONS:

1. Must be 21 years of age.
2. High School Diploma or GED required.
3. Minimum of two years of Casino Gaming or Law Enforcement experience.
4. Must be able to obtain and maintain state gaming certification appropriate to the position.
5. Must be able to obtain and maintain TGA gaming license appropriate to the position.
6. Must be able to complete a basic gaming knowledge test.
7. Must be able to complete a basic computer skills test.
8. Must have excellent organizational and time management skills, and the ability to prioritize correctly.
9. Strong oral and written skills with good analytical abilities.
10. Reads writes and understand the English language.
11. Effectively communicate and work with various Directors, Managers and Supervisors throughout the property.
12. Effectively communicate and work with Tribal Police and local Law Enforcement.
13. Maintain a professional appearance and demeanor.
14. Good report writing and accurate mathematical skills.
15. Must be able to accept constructive coaching from supervision.
16. Must display a positive acceptance of demanding scheduling needs.
17. Works cooperatively and fosters teamwork by helping co-workers with essential functions.
18. Must be willing and able to adhere to Appearance Standards of Casino.
19. Must be willing and able to work non-traditional schedules, including nights, weekends, and holidays.
20. Workweek may routinely exceed 40 hours/week.
21. Must be sensitive to tribal culture and traditions.
22. Must be able to obtain Class 12 or 13 liquor permit within at the first available opportunity and maintain it throughout employment.
23. Must be willing to sign confidentiality/non-disclosure agreements.
24. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
25. Must be able to work in a team environment.
26. Strong organizational, communication and interpersonal skills preferred.
27. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

Skokomish Gaming Commission reserves the right to make changes to the above job description whenever necessary.

Behavior standards:

Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives, effectively communicates with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

CONFIDENTIALITY: The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

DRUG-FREE WORKPLACE POLICY: The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers, and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

PREFERENCE: The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

APPLICATION INSTRUCTIONS

1. Application filled in completely (Do not write see resume)
2. Cover letter identify why you feel you are qualified for this position
3. Current resume and three work related references

JOB DESCRIPTION APPROVAL

CEO _____ Date: _____

Employee: _____ Date: _____