



# Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

## VACANCY ANNOUNCEMENT

**POSITION TITLE:** SURVEILLANCE OBSERVER GRAVEYARD SHIFT

**SUPERVISOR:** TGA DIRECTOR/MANAGER OF SURVEILLANCE

**OPEN:** OPEN UNTIL FILLED

**SALARY:** \$19.86 HOURLY 1 FTE NON-EXEMPT

**REPRESENTATIVE DUTIES INCLUDE:** 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.

**MINIMUM QUALIFICATIONS INCLUDE:**

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.

**APPLICATIONS MUST BE RECEIVED BY Open Until Filled.** The Skokomish Tribe's Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a **full job description** and required application or visit our web site at [www.skokomish.org](http://www.skokomish.org) for information on this position or the Skokomish Indian Tribe's policies.

Reviewed and approved

CEO Initial: \_\_\_\_ Date: \_\_\_\_\_

9/30/2024