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JOB ANNOUNCEMENT

Position: Part-Time Surveillance Officer's (3)
(On-call basis) **Posting Date:** August 16, 2018
Closing Date: Open until filled
Location: Sevenwinds Casino/Grindstone Creek Casino
Pick up Application at: LCO Gaming Commission Office and LCO Human Resources

Qualifications:

Candidate must have a high school diploma or equivalent. Shall have demonstrated a proven work and attendance record in previous positions. Shall be capable of performing all job duties and responsibilities. Candidate must be honest, trustworthy and of good integrity. Must not have been convicted of theft in the past five (5) years or a felony within the past ten (10) years. Must be twenty-one years of age or older and be able to pass a background check. Preliminary background check will be performed upon receipt of employment application. Must be able to pass a pre-employment drug screen and random drug screens thereafter. Must be approved for and maintain a valid gaming license. Preference given to qualified LCO Tribal Members and other Native American applicants.

Duties and Responsibilities:

- Shall maintain strict confidentiality at all times.
- Shall operate and monitor video observation equipment.
- Shall participate in and successfully complete all training required for the position of Surveillance Officer.
- Shall report immediately, in writing, all gaming irregularities noted during working hours to the Director of Surveillance.
- Shall report immediately, in writing, all video equipment malfunctions noted during working hours to the Director of Surveillance.
- Shall assist in any internal or external investigations as specifically requested by the Gaming Commission.
- Shall monitor and maintain written records of dealer and customer activity on table games and slot machines.
- Shall learn all policies and procedures for each department including internal controls.
- Shall perform any other duties as assigned.

Expectations:

- Must be able to work in a friendly and pleasant relationship with co-workers.
- Must be able to respond to constructive criticism in an open fashion.
- Must be able to interact with other departments within the Tribe in a spirit of compromise.
- Must be able to maintain an atmosphere of trust, fairness, and respect and be mutually supportive of co-workers. Be a team player.
- Must recognize, accept, and properly access channels of authority and supervision.
- Must have a telephone.
- Must be able to work any shift.
- Must be familiar with computers and Microsoft Office Products.