



**SUSANVILLE INDIAN RANCHERIA
GAMING COMMISSION
745 Joaquin Street
Susanville, CA 96130**

POSITION ANNOUNCEMENT

Position: Surveillance Officer
Date of Announcement: September 14, 2016
Closing Date: September 26, 2016
Hours: Full Time
Salary: \$10.49 – \$11.01/hr

SUMMARY OF DUTIES:

Works variable shifts as assigned by the supervisor; works in concurrence with the Security Department and Management; ensures that Surveillance is provided throughout the Casino, Hotel, and property as required by policies and procedures.

DUTIES AND RESPONSIBILITIES

1. Monitor gaming activities, all customer and employee activities, back of house operations, and hotel personnel/patrons. Operate Surveillance equipment, alarm systems, Monitors, and all other control systems as required.
2. Must keep accurate records and logs.
3. Must be willing and able to work any shift including splits, evenings, weekends, and holidays.
4. Must be knowledgeable of all Susanville Gaming enterprises, gaming policies and internal procedures to ensure that rules, regulations, and laws applicable to the gaming operation are effectively enforced by reporting violations to the appropriate authorities as necessary.
5. Other duties as assigned.

REQUIRED QUALIFICATIONS

1. High School Diploma or equivalent is required.
2. Must be 21 years of age or older.
3. Must qualify for a Gaming License and pass a background check.

4. Must have the ability to learn, interpret, and apply all applicable gaming policies, procedures, laws, regulations, and possess the ability to accurately process the information.

Must be able to recognize and act upon your observations of customers and employees actions.

5. Must be able to use Microsoft Word and Excel or similar programs, and must be able to learn and apply other software programs as necessary.
6. Must be able to learn how to operate a video surveillance system.
7. Must maintain confidentiality in all matters.
8. Applicant cannot be related to any Casino immediate family member or SIR Gaming Commissioner or employees.

("Immediate Family" means, with respect to the Person under consideration, a husband, wife, father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother or half sister, and those residing in the home.)

9. Must be willing to work in a second hand cigarette smoke environment.

DESIRED QUALIFICATIONS

10. Have a basic knowledge of table games.
11. Ability to inform and communicate orally and in writing in adverse and challenging situations.
12. Have the ability to conduct research as needed.
13. Be capable of working with little or no supervision.
14. Have above average reasoning skills.
15. Ability and willingness to attend training as required.
16. Possess the ability to interact with the public, fellow employees, tribal enterprises, County, State and Federal agencies demonstrating respect, tact, courtesy, objectivity, and possess the maturity to develop an effective and cooperative working relationship.

Preference will be given to Native Americans (42 CFR 36.221)