



Tule River Tribe Gaming Commission

TULE RIVER INDIAN RESERVATION

JOB POSTING

Opening Date: 07/07/2016

Closing Date: 07/14/2016

Position Title: Surveillance Officer

Department: Surveillance

Work Schedule: Varies

Wage Rate: Pay Range 24: \$14.12-\$18.07/Hr./ Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- High School Diploma or GED
- Tule River Tribal Identification

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



Tule River Tribe Gaming Commission

TULE RIVER INDIAN RESERVATION

JOB DESCRIPTION

POSITION TITLE: Surveillance Officer **WORKSITE:** Tule River Tribe Gaming Commission
681 South Tule Road
Porterville, CA 93257

POSITION SUMMARY

This position is at Eagle Mountain Casino (EMC) located on the Tule River Indian Reservation. This position will assure the Tule River Tribe Gaming Commission that all requirements of the Indian Gaming Regulatory Act are being implemented and adhered by EMC and to also insure that all employees are in compliance with internal controls of EMC as well as department procedures.

DUTIES AND RESPONSIBILITIES:

1. Oversees EMC on a day-to-day basis, to ensure compliance with the regulations of the Indian Gaming Regulatory Act, National Indian Gaming Commission, and Tule River Tribe Gaming Commission.
2. Documents and reports all incidents and/or observations in full detail, including any evidence confiscated, including digital surveillance footage, testimonies on incidents cited.
3. Initiate reports on illegal activities committed by customers, employees, tribal members on the gaming premises of EMC.
4. Assist the Tule River Tribe Gaming Commission with testimonies, reviews of incident reports/footage, and confiscated evidence for up-coming hearings regarding revoked or suspended licenses.
5. Monitors the casino and associated areas via CCTV and direct observation to ensure compliance with tribal law, tribal state compact, regulations, as well as policies and procedures.
6. Understands and operates all surveillance CCTV equipment such as digital video recording, monitors, audio recording, camera control keyboard, and computer equipment.
7. Remains current with information on known cheaters, card counters, scams and methods via published documents, on and off-site training, direct contact with local and other law enforcement agencies, other surveillance departments, and informants.
8. Maintains knowledge of all casino card games, dealing procedures, counting strategies and methods for cheating through regular testing and training.
9. Monitors casino cage, soft count, beverage/waiters/waitress, or any other employees on or adjunct to the casino floor.
10. Conducts random intensive, dedicated, close observation of perceived unusual behavior. Dedicated observation of a target game or person as compared to written documentation, i.e., fills, credits, markers, etc., to confirm transactions.
11. Full cooperation with local law enforcement officers.
12. The Tule River Tribal Gaming Commission may deem all other duties as necessary.

QUALIFICATIONS:

1. Must have a high school diploma or GED.
2. Must possess a valid CA driver's license and be insurable through the Tribe.

3. A minimum of 1 year previous experience in a casino and willingness to be trained.
4. Ability to read, write and understand regulations, internal controls and how to apply them to specific tasks.
5. Ability to write reports and other documents with correct spelling, grammar and punctuation.
6. Must be attentive and detailed in writing daily reports and incident reports.
7. Must have good communication skills both verbally and in writing.
8. Must be cheerful, organized, and efficient and have the ability to work well with others for long periods of time in a restricted and confined area.
9. Must be dependable and able to work under pressure.
10. Must be trustworthy and maintain confidentiality.
11. Must be available to work any shift and long hours as EMC is open 24 hours, seven days a week.
12. Must be able to identify objects and colors clearly, often at far distances.
13. Must be willing to travel and at times on short notice.
14. Have some knowledge of forgeries and counterfeit money, identification cards, chips, and other scams.
15. Must have basic computer skills and have knowledge of Microsoft Office (Microsoft Word, Outlook, and Excel).
16. Must successfully complete a pre-employment drug/ alcohol screening and background investigation.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Specific vision abilities required by this job include reading, distance, computer, and color vision. Acute hearing is required. Typically office work setting conditions. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 40 pounds, and occasionally must be able to lift up to 50 pounds. Must be able to adapt to temperatures between 60 degrees and 70 degrees Fahrenheit. This job may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

Position reports to: The incumbent works under the supervision of the Surveillance Supervisor and Surveillance Manager who sets the overall objectives in consultation with the employee.

Salary Range: Pay Range 24: \$14.12-\$18.07 /Hr.
Paid Bi-Weekly/ Overtime Eligible

Hours: Varies

Benefits: Medical, Dental, Vision, Flexible Spending Plan, PTO & 401(K) plan.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT.