

Vacancy Announcement

(Posted 5 days In-House)

Title: Surveillance Manager

Reports To: Compliance Director

Location: Yreka, CA

Salary: Competitive salary and benefits, (DOE)

Classification: Full Time, Regular, Exempt, Non-Entry Level

Summary: Directs and oversees the activities of the Surveillance personnel under the direction of the Karuk Tribe Gaming Commission. Coordinates and participates in the observation and recording of gaming activity to help safeguard casino assets and provide for a safe environment for customers and Associates.

Application Deadline: October 24, 2017 by 5:00 pm

Applications are available at all Tribal Offices or on the Internet at www.karuk.us, just click on the tab for Rain Rock Casino. The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resource Department, Telephone (530) 598-5445, Address: 777 Casino Way, Yreka, CA 96097, Email: dbernal@rainrockcasino.com

Position Description

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Summary:

Directs and oversees the activities of the Surveillance personnel under the direction of the Karuk Tribe Gaming Commission. Coordinates and participates in the observation and recording of gaming activity to help safeguard casino assets and provide for a safe environment for customers and Associates.

Responsibilities:

1. Monitors performance of subordinates, ensuring adherence to the Tribe's and Commission's policies and procedures.
2. Immediately reports suspicious or unusual activities to the Compliance Director.
3. Performs the scheduling of Surveillance Personnel.
4. Develops and implements policies and procedures for the Surveillance Department.
5. Maintain equipment inventory levels.
6. Maintain communication between the Surveillance Personnel and the Compliance Director.
7. Review all incident reports.
8. Reports all incidents to the Compliance Director and Casino Management as recorded by the Surveillance Personnel.
9. Prepares daily reports for the Gaming Commission.
10. Implements training programs.
11. Maintains all department files.
12. Responsible for safeguarding all the Tribe's gaming assets.
13. Coordinates closely with Security Manager for optimum efficiency.
14. Coordinates with Compliance Officer's for investigations.
15. Reviews and participates in all investigations performed by Surveillance Technicians.
16. Responsible for maintaining Surveillance Department in compliance with Tribal Minimum Internal Control Standards.
17. Promote and maintain positive staff/management relations.
18. Communicate areas of concern with on-site Inspectors.
19. May perform functions of subordinate positions as required.
20. Detects and reports to Compliance Director noncompliance with procedures, internal controls and criminal activity noted.
21. Abides by Commission confidentiality policies.

22. Communicate effectively both orally and in writing.
23. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Level of Authority and Restrictions

1. Manages all Associates in the assigned Surveillance Department. Responsible for the overall direction, coordination, and evaluation of this unit.
2. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assisting in interviewing, hiring, and training Associates; planning, assigning, and directing job related duties and assess; rewarding and disciplining Associates; addressing complaints and resolving problems.
3. The Surveillance Manager must be accompanied by another authorized individual when accessing sensitive areas; Security Room, Soft and Hard Count Rooms and Cashier area to adjust cameras (when escorted by Security Officer) and Incident Report files.

Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be at least 21 years of age
2. College degree preferred; at least two years post high school at least four (4) years' Casino Surveillance experience and at least two (2) years in a Supervisor management position.
3. Law enforcement background in both administration and investigation fields preferred.
4. Must be able to type 40 wpm (required).
5. Must have detailed knowledge of criminal offenses, and the regulations concerning Tribal gaming.
6. Must be knowledgeable about modern methods of surveillance and security, first aid and fire safety procedures, training methods, detainment and arrest procedures, investigative techniques and handling evidence.
7. Must have working knowledge of Casino games offered.
8. Must possess reasonable ability to communicate in English
9. Highly self-motivated and directed.
10. Keen attention to detail.
11. Proven analytical, evaluative, and problem-solving abilities.
12. Ability to effectively prioritize and execute tasks in a high-pressure environment.
13. Ability to maintain visual attention and mental concentration for significant periods of time.
14. Must possess and maintain a valid state driver's license and be insurable by the Karuk Tribe's insurance carrier.
15. Willing to travel and participate in training as recommended or required.
16. Must have a Tribal Gaming License (or the ability to obtain and maintain a license) as a requirement for this position.

- 17. Must abide by Commission confidentiality policy.
- 18. Must be willing to work weekends, holidays and nights; must be willing to be on call.
- 16. Must successfully pass a drug screening test and criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe and Rain Rock Casino to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Council Approved: *(date)*

Chairman's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____

Original to HR
Copy to Employee
Copy to Supervisor