



Picayune Rancheria of the Chukchansi Indians Tribal Gaming Commission

JOB DESCRIPTION

Job Title:	SURVEILLANCE OPERATOR
Department:	Surveillance Department
Reports to:	Surveillance Shift Supervisor/Surveillance Lead Operator
Location:	Chukchansi Gold Resort & Casino
Shift:	Flexibility of hours required; hours of operation are 24/7 and subject to call-in at any time
Position Status:	Regular Full Time
Salary Level:	Hourly DOE

SUMMARY

Responsible for maintaining close, continuous surveillance of all gaming areas and reporting any suspicious activities to the appropriate personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Monitor Tribal assets by identifying potential security and/or safety risks and reporting the individual or entity for proper resolution.
2. Familiarity with Gaming Regulations set forth by the Tribal Gaming Commission, the National Indian Gaming Commission (NIGC), the California Division of Gambling Control (State Compact), and Surveillance Department Policies and Procedures.
3. Utilize necessary equipment to identify, record, document and report illegal, suspicious or unusual activities occurring on property.
4. Coordinates with other departments when Surveillance discovers a matter which needs further investigation or attention.
5. Accountable for the accuracy and thoroughness of departmental records and reports.
6. Suggest and recommend possible changes in the policies and procedures of other departments to protect Tribal assets.
7. Responsible for radio traffic, phone calls, and documenting all Surveillance related issues.
8. Responsible for maintaining a working knowledge of all games offered by the Casino.
9. Prepare all reports and footage as requested by supervisors and Tribal Gaming personnel.
10. Ability to operate the DX9000 view station along with the ability to merge and cut video for preparation of release and archiving.
11. Knowledge of how to maneuver and operate the Surveillance Department database.
12. Ensure confidentiality and sensitivity of all Surveillance Department and Casino information and activities.
13. Communicate information effectively to appropriate personnel.

14. Must be available to travel to trainings and meetings.
15. Perform related and compatible duties as assigned.

QUALIFICATIONS

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.

EDUCATION AND/OR EXPERIENCE

A high school diploma or high school equivalency diploma is required to fill this position. An Associates degree from a two-year college or university is preferred. A minimum of two to three years experience casino surveillance systems operations or equivalent is preferred.

SPECIAL QUALIFICATIONS:

Knowledge of, and experience with, closed circuit television equipment preferred. Must possess excellent observation and communication skills. Must be able to detect schemes or cheating activity aimed at the company or its' customers. Must know basic card and gaming strategies.

LANGUAGE SKILLS:

Ability to apply common-sense understanding to carry out a variety of instructions furnished in oral, written or diagram form.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standards exist. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak or hear. The employee is also regularly required to stand, walk, sit; and use hands to handle, or feel objects, tools or controls; position requires sitting for long period of time. The employee is occasionally required to reach with hands and arms, and to sit, climb or balance; and stoop, kneel, crouch or crawl. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee is required to work in a dimly lit area. The room temperature in the working area must remain cool to accommodate the specifications of technical equipment located in the room. While performing the duties of this job, the employee may be exposed to cigarette fumes and airborne particles.

ETHICAL BEHAVIOR

The employee must behave honestly, fairly, and within legal boundaries at all times in regards to people, property, and confidential and privileged information. The employee is required to comply with all regulations, rules, controls, and department policies.

OTHER SKILLS AND ABILITIES

Must possess excellent communication skills. Must possess the ability to identify and resolve problems as they arise, and handle critical situations in an expedient and effective manner. Ability to work in a fast- or slow-paced environment.

The employee shall work well under pressure; meet multiple and sometimes competing deadlines. The employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.

EXAMINATION

- Must take and successfully pass drug and alcohol test.
- Must successfully pass suitability determination.

For initial hiring, promotions, and transfers, preference in employment is given to American Indians in accordance with the Indian Preference Act (25 U.S.C. §§ 472 and 473).

APPROVED:

Executive Director

Date

Commissioner

Date

Commissioner

Date

Application and resume must be received by the closing date posted. Please submit to:

Picayune Rancheria of the Chukchansi Indians

Human Resources

46575 Road 417

Coarsegold, CA 93614

Telephone: (559) 683-6633 ext.217

Fax: (559) 683-0599

I have read the Job Description described above and understand the sections described in detail: Essential Duties and Responsibilities, Qualifications, Education and/or Experience, Ethical Behavior, Language Skills, Mathematical Skills, Reasoning Ability, Physical Environment, Other Skills and Abilities, and Examination.

Job Title: **SURVEILLANCE OPERATOR**

Print Name:

Signature

Date:
