**Department:**  Surveillance

**Position Title:** Surveillance Officer

**Reports To:** Compliance Officer

**Salary Grade:** G1-S1 $17.00

**Supervises:** n/a

**Summary of Position:** The Surveillance Officer is a critical part of the safety and security of Casino Operations. By maintaining steady observation of personnel, patrons and property, the Surveillance Officer ensures that policies and procedures, gaming laws and regulations, along with the health and safety of all Casino inhabitants are monitored. The position demands alertness and at least a basic understanding of surveillance equipment operation. The surveillance officer must be a team player and be able to work any assigned shift.

**Responsibilities:** Surveillance Officers are expected to be continually vigilant and watchful by means of video monitoring equipment, guarding patrons, staff and property against theft, vandalism, cheating, other irregularities and criminal behavior. The Surveillance Officer must be able to perform the following duties:

* Regularly sweeps the casino by means of the video equipment to detect irregularities, safety and security issues.
* Monitors the flow of patrons and staff within the casino.
* Alerts Security staff via radio of the rule infractions, such as loitering carrying forbidden items such as weapons etcetera.
* Alerts Security Staff of on view medical emergencies.
* Regularly monitors vulnerable areas in Casino.
* In the event of an extreme emergency such as a robbery, fire or a seriously ill or injured person, makes notifications to appropriate authorities.
* Completes reports documenting unusual occurrences, thoroughly detailing all factual information of all activity performed.
* Reports and records any malfunctioning surveillance equipment.
* Performs other duties as assigned.
* Acts as a relief worker in case of an emergency or disaster.

**Qualifications:**

* Current California driver’s license.
* No felony conviction(s).
* Indian Preference.

**PREFERRED QUALIFICATIONS:**

* Prior surveillance experience.
* Must be 18 years of age or older.
* Police, fire dispatch along with Military experience**.**
* Electronics and or computer education or experience.

**Work Environment and Physical Demands:**

* Working environment consists of various levels of smoke, noise, light, heat, and cold.
* Must be able to lift 50 pounds, reach, and bend. Must be able to sit for periods of eight or more hours.
* Must be able to respond to visual and aural cues.
* Must be able to operate in physically and mentally stressful conditions.
* Must have the manual dexterity to use a computer keyboard, camera control and phone.

**This job description is subject to the following conditions:**

* Yurok Tribe Gaming Commission gives first hiring preference members of the Yurok Tribe and then to members of all other federally recognized tribes, will take the person with the most qualifications.
* All candidates must be able to obtain and maintain a valid Tribal Gaming License once employed.
* All candidates are subject to pre-employment drug screening. Once employed, all employees are subject to random drug and alcohol screening.
* This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.
* Yurok Tribal Gaming Agency reserves the right to make changes to the job description and duties at any time.

**TRIBAL PREFERENCE**

“Tribal preference is given in compliance with the Indian Self-Determination and Education Assistance Act (25 U.S.C Section 450 e (B))”

**This description of duties, responsibilities and requirements is a summary, and is not intended to include all that may be assigned or required. I hereby acknowledge I have read and understand the above presented position description. I am in receipt of our employment guidebook and understand my obligation to read and understand its contents:**

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| --- | --- |
|  Employee Name (Please Print) |  |
|  Employee Signature  | Date |
|  Manager  | Date |