

POSITION DESCRIPTION

POSITION: Surveillance Officer

LOCATION: North Star Casino

SALARY: \$11.50 NonExempt
Negotiable

Reports to: Surveillance Manager

TABLE OF EQUIVALENCIES: Applies

POSTING DATE: 12-1-17

CLOSING DATE: 12-8-17

PAYGRADE: 3

Department: Surveillance

Every employee of Stockbridge Munsee Community is expected to present themselves in a professional manner to customers as well as other departments. Stockbridge Munsee Community strives to provide a positive team environment where everyone contributes.

STANDARD QUALIFICATIONS:

All employees of Stockbridge Munsee Community must meet the following qualification:

1. Must submit to and pass a pre-employment drug and health screening.
2. Must be at least 18 years of age, unless otherwise stated on job description
3. Must maintain an acceptable departmental attendance record
4. Must be able to work weekends, nights and holidays
5. Must be able to obtain and maintain a Mohican Gaming License.

DUTIES:

1. Operate the Gaming Surveillance Equipment, CC-TV (Closed Circuit Television).
2. Write clear and informative reports and maintain an accurate daily log.
3. For the purpose of reporting incidents detrimental to the Gaming Operation, the Surveillance Officer will review and report any violations, and/or infractions under the Casino Policies and Procedures and all department operation manuals to the Surveillance Manager and the Mohican Gaming Commission.
4. Maintain an up-to-date file of reported suspected scams and subjects involved.
5. Work with all Gaming Facility Departments involved when and if needed.
6. Monitor all radio communication within the Gaming Facility.
7. Organize and maintain a library of recorded video in accurate order.
8. Maintain complete Confidentiality at all times.
9. Maintain a low profile regarding gaming issues at all times (on and off duty).
10. Shall disclose to the Surveillance Manager and/or the Mohican Gaming Commission a list of all relatives now employed at any of the Tribe's Gaming Facilities.
11. Must maintain an acceptable departmental attendance record.
12. Must be reliable and prompt when reporting to work.
13. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
14. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.

15. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

QUALIFICATIONS:

1. Candidate must have a high school diploma or GED.
2. Morally sound and of reputable character with an above average work history, including an above average attendance record.
3. Previous CC-TV, police and/or related military experience preferred.
4. Must be able to sit at a station for long periods of time in a 60-degree room.
5. Must be able to trouble shoot minor problems that may arise in the surveillance system.
6. Must pass a timed math test and report writing skills test.
7. Must submit to a Criminal Investigation Background Check.
8. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
9. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
10. Must be able to obtain and maintain a Mohican Nation Gaming License throughout employment.

RESTRICTIONS:

1. Candidate is not employable in any of the Tribe's Gaming Facilities for one (1) year after involuntary termination as a Surveillance Officer.
2. Six (6) month probationary period.
3. Must read and sign the Confidentiality and Restriction Policy for this position.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to twenty-five (25) pounds.
2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.
3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.
4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

SUBMIT APPLICATION TO:

Human Resource Department
P.O Box 70
N8705 Moh He Con Nuck Rd
Bowler, WI 54416

WE ARE A DRUG FREE EMPLOYER.
CANDIDATES MUST PASS DRUG SCREEN
AND REMAIN DRUG FREE.

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Tribal Employment.

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

New Position:

Tribal Council Approved:

Revised Position: 12/19/07

Tribal Council Approved:1-2-08