

Position: Surveillance Observer
Department: Gaming Commission
Supervisor: Surveillance Shift Supervisor
Supervises: No One
FLSA Status: Non-Exempt

Position Summary:

Responsible for protection of casino assets. Possesses knowledge of clandestine surveillance operations.

Duties and Responsibilities:

- Abides by all Casino policies and procedures and internal controls.
- Ensures compliance with the system of internal controls.
- Records any irregular gaming activity.
- Operates all surveillance equipment, including, but not limited to VCR's, DVR's, monitors, switches, computers, controllers and cameras as assigned.
- Provides Closed Circuit Television and personal observations of all departments and applicable for job functions.
- Notes any equipment in need of repair and passes on information to supervisor.
- Meets the attendance requirements of the job.
- Other duties as assigned by supervisor.

Knowledge, Skills, and Abilities: The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Strong verbal and written communication skills.
- Must maintain a professional appearance.
- Knowledge of methods of cheating games and other related activities.
- Broad knowledge of games and casino rules, procedures and administration.
- Familiarity with camera equipment and methods of operations and recording.
- Ability to perform assigned duties in highly interruptive conditions and constant time pressures.
- Must be able to handle a fast-paced environment.
- Licensed by the Tribal Gaming Commission.

Education and Experience:

- High school diploma or GED required; bi-cultural experience preferred; Native American preference.

Standards of Performance:

- Overall compliance with Casino’s policies and procedures.

Working Environment and Conditions:

- Must be able to work various shifts, weekends, and holidays.
- Standing for extended periods of time may be required.

Equipment and Tools:

Video monitoring and recording equipment.

Employee’s Signature

Date

Supervisor’s Signature

Date