

JOB DESCRIPTION

Title: Surveillance Officer
Reports To: Director of Surveillance
Supervises: None

The Surveillance Officer protects company assets and possesses knowledge of clandestine surveillance operations.

1. Functions and Responsibilities:

- a. Maintains surveillance on designated areas and activities.
- b. Maintains security of the monitor room at all times.
- c. Records and reports any irregular and/or illegal gaming activity.
- d. Operates all surveillance equipment, including but not limited to NVR's, monitors, computers, keyboards/joysticks, and cameras as assigned.
- e. Provides Closed Circuit Television and personal observations of all departments and applicable job functions to assure that all GEC policies and procedures, State Compact, Gaming Ordinance, Minimal Internal Control Standards (MICS), and Tribal Internal Control Standards (TICS) are in compliance.
- f. Notes any equipment in need of repair and passes on information to the Surveillance Director/Surveillance Technician.
- g. Consistently adheres to and supports departmental confidentiality policy.
- h. Communicates effectively intra/extra departmentally.
- i. Knowledge of Teamwork.
- j. Meets attendance guidelines of the job and adheres to regulatory, departmental and company policies.

6. Requirements

- a. Must be 21
- b. High School Diploma or GED required.
- c. Must be willing to work any shift
- d. Excellent interpersonal and communications skills.
- e. Must work well in close proximity with others.
- f. Professional appearance.
- g. Native American Preference.
- h. Must possess a Category 1 gaming license.