



## **Vacancy Announcement**

- Title:** Security Officer I
- Reports To:** Security Manager
- Location:** Yreka, CA
- Salary:** \$13.50 per hour
- Classification:** Full Time, Regular, Non-Exempt, Non-Entry Level
- Summary:** Assist the Security Manager in overseeing all security issues on Tribal property. Filling in for other Tribal Security Supervisors who are on vacation or sick leave, and to ensure the safety and wellbeing of all Tribal Members, guests and Team members as well as protection of Rain Rock Casino & Hotel assets, and those assets on other Tribal properties while performing the following duties.

### **Application Deadline: *March 12, 2018 by 5:00 pm***

Applications are available at all Tribal Offices or on the Internet at [www.rainrockcasino.com](http://www.rainrockcasino.com), just click on the tab for Rain Rock Casino. The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.rainrockcasino.com](http://www.rainrockcasino.com) or by contacting the Human Resource Department, Telephone (530) 598-5445, Address: 777 Casino Way, Yreka, CA 96097, Email: [dbernal@rainrockcasino.com](mailto:dbernal@rainrockcasino.com)



## **Position Description**

**Title:** Security Officer I  
**Reports to:** Security Manager  
**Location:** Yreka, CA  
**Salary:** \$13.50 per hour  
**Classification:** Full Time, Regular, Non-Exempt, Non-Entry Level

### **Summary:**

Responsible for enforcing tribal rules and policies as well as investigating criminal activities in and around the casino and tribal property. Generates written reports on all incidents as directed by the tribal security policies and procedures. Ensures the safety and wellbeing of all tribal members, guests and Team Members and the protection of tribal assets.

### **Responsibilities:**

1. Learn, comprehend and comply with all tribal policies and procedures, MICS, Gaming Regulations and requirements.
2. Participate in security operations on a day to day basis as well as special events.
3. Provide protection to tribal members, Team Members, customers, and tribal property.
4. Monitor all activities for unauthorized removal of property.
5. Write detailed reports on accidents, administer first aid, and provide assistance as required.
6. Enforce all Tribal, City, County, State, and Federal Laws and/or Ordinances where applicable.
7. Inspect fire suppression equipment on a daily basis.
8. Inspect all areas for safety and fire hazards; file reports on same.
9. Write detailed reports and maintain photographic records regarding incidents of theft, injury, property damage etc.
10. Guard transfer of money and chips from casino pit to main cage.
11. Transport Team Members to drug and alcohol testing, as requested.
12. Provide information and explain Players Club benefits, property amenities & marketing programs to our guests.
13. Communicate effectively both orally and in writing.

14. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

### **WORKING CONDITIONS & ENVIRONMENT**

1. While performing the duties of this job the Team Member is occasionally exposed to moving mechanical parts.
2. The noise level in the work environment is usually loud.
3. Must be available to work in a smoke-filled environment.
4. Must be able to work all shifts, weekends, holidays & special events as needed.
5. While performing the duties of this job, the Team Member is frequently required to stand, walk, sit, kneel, use hand to finger, handle or feel, reach with arms, climb or balance, stoop, crouch, or crawl and talk or hear.
6. The Team Member must occasionally lift and or move up to 50 pounds.
7. Specific vision abilities required by this job include but not limited to close vision, distance vision, color vision, peripheral vision, depth perception and ability to focus.
8. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
9. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
10. Ability to read, analyze and interpret general business periodicals, professional journals or governmental regulations.
11. Ability to write reports, business correspondence and procedure manuals.
12. Ability to effectively present information and respond to questions from groups or managers, customers and the general public.
13. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

### **Requirements:**

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 and skills or abilities required.

1. Must be at least 21 years of age
2. High School diploma or GED (required).
3. One (1) year of experience preferred in one of the following areas:  
Security, First Responder, EMT, Law Enforcement, Corrections, Military.
4. Must obtain and maintain current BLS CPR and First Aid (or higher) certification within 1 year of employment.
5. Must be proficient in Microsoft Office programs and be able to pass a computer skills test at time of interview.
6. Must know and apply current policies and procedures for Security Department as well as other Casino Departments where applicable.
7. Good customer service skills
8. Good public relations skills; professional appearance and demeanor.
9. Ability to independently analyze, trouble shoot and resolve problems.
10. Must possess reasonable ability to communicate in English.

11. Highly self-motivated and directed.
12. Good verbal and written communications skills.
13. Keen attention to detail.
14. Proven analytical, evaluative, and problem-solving abilities.
15. Ability to effectively prioritize and execute tasks in a high-pressure environment.
16. Extensive experience working in a team-oriented, collaborative environment.
17. Must possess and maintain a valid state driver's license and be insurable by the RRC's insurance carrier.
18. Willing to travel and participate in training as recommended or required.
19. Must have a Tribal Gaming License (or the ability to obtain and maintain a license) as a requirement for this position.
20. Must have employment eligibility in the U.S.
21. Must adhere to confidentiality policy.
22. Must successfully pass a drug screening test and criminal background check.
23. Indian preference will be observed in the hiring process.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe and Rain Rock Casino to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**ACKNOWLEDGEMENT**

I hereby acknowledge that I have read and reviewed this Job Description with my Team Leader. I also acknowledge that I have full and complete understanding of this Job Description and agree to the above noted Duties, Responsibilities, Requirements and Conditions.

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|                  |           |      |
| Team Member Name | Signature | Date |
|                  |           |      |
| Team Leader Name | Signature | Date |

**Council Approved:** *(date)*

- Original to HR
- Copy to Team Member
- Copy to Team Leader