



## **Vacancy Announcement**

**(1 Part-Time / 1 Full-Time positions)**

**Title:** Surveillance Agent

**Reports To:** Surveillance Manager

**Location:** Yreka, CA

**Salary:** Grade level 5, depending on experience

**Classification:** Full Time /Part Time, Regular, Non - Exempt, Non-Entry Level

**Summary:** This position will ensure adherence with all regulatory requirements through observation via the surveillance CCTV System.

### **Applications: July 10, 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 Employment Opportunity. 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:** Surveillance Agent
- Reports to:** Surveillance Agent
- Location:** Yreka, CA
- Salary:** Grade Level 5, depending on experience
- Classification:** Part Time, Regular, Non-Exempt, Non-Entry Level

### **Summary:**

This position will ensure adherence with all regulatory requirements through observation via the surveillance CCTV System.

### **Responsibilities:**

1. Observe and report on all areas under surveillance.
2. Assure compliance with internal control standards.
3. Assure compliance with N.I.G.C. standards and Gaming Commission regulations.
4. Identify cheating activities, undesirables, pilferage and embezzlement.
5. Report and properly document all infractions and or criminal activity immediately to Shift Lead.
6. Observe, report, and record Casino activity through the utilization of CCTV equipment.
7. Perform special functions as assigned by the Shift Lead or Surveillance Manager.
8. Good public relations skills; professional appearance and demeanor.
9. Communicate effectively both orally and in writing.
10. 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 to 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:**

1. Must be at least 21 years of age
2. High School diploma or GED (required).
3. Minimum three (3) years' surveillance experience preferable in a casino.
4. Ability to operate a keyboard.
5. Able to sit for a long periods of time; watch a video monitor and work in a confined setting.
6. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
7. Ability to read, analyze and interpret general business periodicals, professional journals or governmental regulations. Ability to write reports business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups or managers, customers and the general public.
8. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral diagram, or schedule form.
9. Must possess reasonable ability to communicate in English.
10. Highly self-motivated and directed.
11. Keen attention to detail.
12. Proven analytical, evaluative, and problem-solving abilities.
13. Ability to effectively prioritize and execute tasks in a high-pressure environment.
14. Extensive experience working in a team-oriented, collaborative environment.
15. Must possess and maintain a valid state driver's license and be insurable by the RRC's insurance carrier.
16. Willing to travel and participate in training as recommended or required.
17. Must have a Tribal Gaming License (or the ability to obtain and maintain a license) as a requirement for this position

- 18. Must adhere to confidentiality policy.
- 19. Must successfully pass a drug screening test and criminal background check.
- 20. 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.

Team Member Name	Signature	Date
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Team Leader Name	Signature	Date
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**Council Approved:** *(date)*

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