



## Position Description

<b>Job Title:</b>	Surveillance Monitor
<b>Reports To:</b>	Surveillance Supervisors/Surveillance Manager
<b>Supervises:</b>	N/A
<b>Classification:</b>	Hourly
<b>Anticipated Starting Salary:</b>	\$20.00 to \$24.00 per hour Full-time, benefit-eligible

The initial review date for this position will be September 25, 2023. Submissions received after this date **may** be considered at the discretion of the hiring committee.

## Position Summary

The Surveillance Monitor (SM) performs a variety of tasks to assure compliance with provisions of National Indian Gaming Commission Minimum Internal Control Standard, Tribal-State Compact, Gaming Ordinance and Regulations, and all Tribal Internal Control Standards. The SM assists in monitoring casino activities, transactions, and reporting requirements to ensure compliance with Tribal, Federal, and State Gaming laws and regulations as well as compliance with required Internal Controls. The SM investigates and reports deficiencies and/or violations and conducts follow-ups to ensure implementation of appropriate corrective action.

## Responsibilities include, but are not limited to:

- Ensures confidentiality of all information in the Surveillance Office, including, but not limited to, applications, employees, information from Federal, Tribal, or State law enforcement and state gaming office
- Keeps Surveillance Manager informed and updated on all situations and activities within the Surveillance Department
- Ensures that all departments provide for the physical safety and well-being of employees and guests of the casino operation
- Monitors machines and drops for compliance
- Monitors other non-gaming departments and personnel activities and transactions for compliance
- Writes reports and conducts necessarily follow up investigations on reported or observed violations or deficiencies
- Investigate actual or suspected health and safety hazards and works with Casino Risk Management
- Any other duties as assigned by the Surveillance Supervisor/Manager.

## **Minimum Qualifications**

- Minimum one (1) year experience in casino surveillance with an emphasis in tribal casinos.
- Demonstrated familiarity with the Tribal Gaming Ordinance (or similar ordinance) and Casino Internal Controls
- Must be detail-orientated, accurate, and possess the ability to work independently under minimal supervision is also required
- Ability to guide and train assigned Surveillance shift in the principle and fundamentals of casino surveillance, including all other compliance related activities
- Willingness to travel and attend seminars and training

## **Additional information**

- This work involves long periods of sitting and may include walking, bending, crouching, stooping, stretching, reaching, or similar activities, and lifting of moderately heavy items, up to 35 lbs.
- Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25 U.S. Code § 472 and 473). Applicants claiming Indian preference must submit verification by Tribe of affiliation or other acceptable documentation of Indian heritage.
- Must be eligible for coverage under the Tribe's vehicle insurance policy.
- Must possess a current, valid driver's license, provide a current DMV printout, and be willing to travel locally, regionally, statewide and/or out-of-state, as necessary.
- All offers of employment are contingent upon:
  - successful completion of background check with adjudication;
  - successful reference check.

*Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The Mechoopda Tribe of Chico Rancheria reserves the right to revise this job description at any time. The job description is not to be construed as a contract for employment.*