Smith River Rancheria
Position Description

Title: Surveillance Operator
Class: Skilled
Status: Full Time/Part Time
Supervisor: Surveillance Supervisor
Effective Date: May 2014

Department: (34) Surveillance
FLSA: Non-Exempt
Pay Grade: IV ($11.99 - $16.91)
Subordinates: None

Position Summary:
Reporting directly to the Surveillance Supervisor, the Surveillance Operator is responsible to protect the physical safety and well-being of guests, patrons, and employees of the Lucky 7 Casino; to protect the assets of the Smith River Rancheria and Lucky 7 Casino against any form of theft, fraud, or misappropriation and to provide appropriate documentation of video and reports to the Tribal Gaming Agency Executive Director. Assist in ensuring compliance with all internal controls and procedures established by Lucky 7 Casino management and approved by the Tribal Gaming Agency by closely monitoring all operations of the casino as they occur.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.
- Daily observance of all aspects of the casino.
- Maintain familiarity with casino internal controls, department policies/procedures and operation of surveillance equipment.
- Daily reporting will include logging all reportable activities in the casino as they occur and the creation of incident reports. The Surveillance Supervisor shall be notified immediately in any event which involves a monetary loss to the casino.
- Gain and maintain a working knowledge of the various departments within the casino. This monitoring will be performed primarily through viewing activities on the video monitors.
- Camera views and DVR recordings will be checked periodically during the shift to ensure proper functioning and clarity.
- Maintain cleanliness of the surveillance room and equipment.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Minimum Qualifications:
- High school diploma or equivalent (GED) required.
- Must be able to perform each essential duty satisfactorily.
- Ability to read and comprehend technical manuals, short correspondence and memos.
- Ability to write reports/correspondence.
- Ability to effectively present information in one-on-one and small group situations.
- Ability to add and subtract two digit numbers and to multiply and divide. Ability to perform these operations using units of American money, weight measurement, volume, and distance.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

Pay rate updated 2014 to reflect COLA
Council approved grade increase to IV on 5.6.14

Language Skills:
Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Have the ability to write routine reports and correspondence.

Mathematical Skills:
Need to have the ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, ratios, and proportions.

Reasoning Ability:
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:
Must be able to pass extensive background investigation for the issuance, and retention, of gaming license.

Physical Demands:
While performing the duties of this job, the employee is regularly required to: sit for extended periods of time, use hands and fingers to handle and feel, reach with hands and arms, speak and hear well. The employee is occasionally required to walk, stoop, kneel, crouch, crawl and ascend and descend steps. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds.

Vision Requirements:
- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).
- Ability to adjust and focus.

Work Environment:
The environment involves everyday risks or discomforts that require normal safety precautions typical of such places such as offices, meeting and training rooms, vehicles, e.g. Use of safe work practices with office equipment and/or gaming machinery. Work is performed in the Gaming Surveillance Office and Lucky 7 Casino, located near the Casino.

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