



## The Klamath Tribes Gaming Regulatory Commission

Open: March 22, 2016

Close: When Filled

### JOB DESCRIPTION

**POSITION:** SURVEILLANCE OPERATOR, FULL TIME

**RESPONSIBLE TO:** Surveillance Department Manager

**DEPARTMENT:** Klamath Tribes Gaming Regulatory Commission (KTGRC)  
Surveillance Department

**SALARY:** Grade 2/Step 2 - \$10.04 per hour  
Grade 4/Step 6 - \$14.00 per hour

Starting salary will be determined by funding, experience and training level and normally is not above the first grade, mid-step range and full benefits after completion of a 90 day probationary period. Medical, Dental, Vision, Life 1st of month following hire.

**CLASSIFICATION:** Non-management, non-exempt, full time

**LOCATION:** KLA-MO-YA Casino Gaming Property  
34333 Highway 97 North, Chiloquin, Oregon 97624

### INTRODUCTION

The primary purpose of this position is to provide discreet daily observations of all Casino operations. Assist in the protection and safeguarding of tribal assets of and within KLA-MO-YA Casino (Casino), Casino personnel, guests and patrons. The Surveillance Department cooperates with, yet performs work and duties independently from other Casino departments. **Varied shifts and duties will be required.**

### MAJOR DUTIES AND RESPONSIBILITIES

1. Conducts clandestine surveillance of the operation and conduct of table games.
2. Conducts clandestine surveillance of the operation of the Video Lottery Terminals (VLT)

3. Conducts clandestine surveillance of the operation of the soft count room(s).
4. Conducts clandestine Surveillance of the operation of other ancillary, non-gaming business operations including, but not limited to point of sale terminal locations such as Guest Services/The Bonus Club.
5. Conducts audio-video recording of activities in the security office. If available.
6. Detects cheating, theft, embezzlement, and other illegal activities in the casino, count room, slot booths, cashier's cage.
7. Video recording of illegal and unusual activities monitored and notifies appropriate management and supervisors upon the detection and recording of cheating, theft, or other illegal activities.
8. Assists in the investigation of possible fraud and/or misconduct pertaining to assets of the casino.
9. Completes logs, records, and reports as authorized and in accordance with departmental policies and procedures.
10. Properly cares for and stores all video recordings and recording logs.
11. Secures and safeguards all recordings to be used as evidence.
12. Properly copies incident recordings as authorized.
13. On a daily basis, allows authorized parties access to the "man trap" area through the use of an electronic activated magnetic lock ("Mag-Lock") control panel.
14. Communicates with casino employees and managers in a courteous and professional manner.
15. If necessary contact law enforcement or other emergency services in accordance with department procedures and guidelines.
16. Must adhere to STRICT codes of confidentiality and conduct.
17. Other duties as assigned.

#### **QUALIFICATIONS, EDUCATION AND EXPERIENCE**

- High School Diploma or equivalent **REQUIRED.**
- Stable job history **REQUIRED.**

- Previous surveillance, casino, or table games experience **PREFERRED.**
- Good oral/written communication skills, good and legible hand-writing skills, problem solving, and analytical skills essential.
- Must be able to work cooperatively and effectively with the Commissioners, other surveillance department staff, and casino personnel.
- Ability to work in a sometimes stressful, fast-paced working environment.
- Will be required to pass a pre-employment alcohol-drug screen. Must adhere to a drug free workplace policy.
- Must be able to qualify for a gaming license and be licensable by the KTGRC, cannot have been convicted of a felony or misdemeanor of any kind related to illegal gambling, bribery, or any charge that the KTGRC determines may hinder a Surveillance Operator's ability to fulfill duties or to bring either the Klamath Tribes or its Gaming Operation into disrepute.
- Indian Preference will be applied in accordance with Klamath Tribal policy. Priority in selection will be given to qualified applicants who provide proof of eligibility.
- Must be a minimum age of 18 years old.

### **SPECIAL REQUIREMENTS**

Due to the unique function of surveillance, department personnel will be required to adhere to a strict code of conduct, including a fraternization policy. KTGRC, Surveillance department employees are not allowed to gamble at KLA-MO-YA Casino during their employment. Close relatives may not be placed in positions which would affect the integrity of gaming at KLA-MO-YA Casino.

Must be able to work in an air-conditioned room, cool setting, including sitting for extended periods of time.

Will be required to complete a Personal Disclosure Application for Class III Gaming (including photograph and fingerprints) to be submitted for an extensive background investigation to determine suitability for a gaming license. Must qualify for a gaming license and may be required to pay a license fee.

### **ACKNOWLEDGEMENT**

This job description is intended to provide an overview of the requirements of the position. It is not necessarily all-inclusive, and the job may require other essential and/or nonessential functions, task, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential

requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

### **APPLICATION PROCEDURES**

Submit a ***Klamath Tribes Gaming Regulatory Commission Application for Employment*** with all requirements and supporting documentation to:

The Klamath Tribes Gaming Regulatory Commission  
P.O. Box 1048  
Chiloquin, Oregon 97624

It is the responsibility of the applicant to provide sufficient information to prove qualifications for this position.

**PLEASE NOTE:** If requirements are not met, i.e., submission of a resume in lieu of a KTGRC application, or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.