

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV00417569

DATE POSTED: 04/02/19

POSITION NO: 242722

CLOSING DATE: 04/29/2019 5:00pm

POSITION TITLE: Senior Gaming Surveillance Observer

DEPARTMENT NAME / WORKSITE: Navajo Nation Gaming Regulatory Office/ Twin Arrows Navajo Casino, Twin Arrows, AZ

WORK DAYS: Shift schedule REGULAR FULL TIME: GRADE/STEP: AR64A

WORK HOURS: Varies PART TIME: NO. OF HRS./WK.: _____ \$ 41,641.60 PER ANNUM

SENSITIVE SEASONAL: DURATION : \$ 20.02 PER HOUR

NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs work of moderate difficulty involving the prevention and detection of illegal gaming practices using advance surveillance monitoring equipment and on site floor observations; incumbents in this classification serve in the capacity of a lead gaming surveillance observer handling the most controversial violations, disputes, and incidents occurring on the casino floor. Oversees assigned surveillance shift schedules engaged in monitoring and observing casino operations for cheating or theft by employees or patrons; reviews reports on surveillance of sensitive areas e.g., cashier cage, vault areas and other locations where money is handled and the personnel therein, and other areas that require monitoring to ensure compliance with the Navajo Nation Gaming Ordinance and Gaming Regulations, State Gaming Compacts and polices and procedures. Provides technical assistance to surveillance observers reporting suspicious handling of casino generated money; ensures that surveillance staff are properly trained to observe and identify fraudulent activity inclusive of the tables games, employee transactions, etc.; may conduct performance appraisals for assigned staff; and meet with casino management personnel and/or employees when procedural violations occur. Will conduct investigations of suspected violations or crimes, detailing reports, videos and other correspondence. Assists the Gaming Surveillance Manager with management tasks such as scheduling and assigning duties relevant to Surveillance, corrective actions, recording of timesheets, attending management meetings and/or trainings; performs related work as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and four (4) years of work experience in surveillance, closed circuit TV monitoring or surveillance of casino games; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a gaming license/certification from the State of Arizona, New Mexico and the Navajo Nation Gaming Regulatory Office.
- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of Federal, State and Navajo Nation laws, rules, regulations, related to gaming surveillance activities, Knowledge and ability to troubleshoot and repair surveillance systems (switcher system, cameras, computer, printer, and all programmable technology). Skill in establishing and maintaining effective working relationships with governmental regulatory agencies, gaming facility management, co-workers and subordinates. Knowledge of computerized surveillance software. Knowledge of Federal and State Indian Gaming laws; Knowledge of principles and practices of employee training; Skill in using computer software to generate reports and statistical information.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.