

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV0042313

Date Posted: 08/16/10

POSITION NO: 242158

Closing Date: 08/27/10

CLASS CODE: 3462

POSITION TITLE: SENIOR GAMING SURVEILLANCE OBSERVER

DEPARTMENT NAME: Navajo Gaming Regulatory Office

DEPARTMENT NO: 004 WORKSITE LOCATION: Chinle, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N640A

Days: VARIES

Permanent:

SALARY:

Hours: VARIES

Temporary:

Duration: \$ 36,753.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 17.67 Per Hour

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 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, State Gaming Compacts, and National Indian Gaming Commission laws and regulations.

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; 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 Surveillance Manager with management tasks such as scheduling and assigning duties relevant to Surveillance, recording of timesheets, attending management meetings and/or trainings; performs related work as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and

Experience:

Four (4) years gaming regulatory or casino work experience or closely related work experience involving surveillance.

(To receive full credit for education/training, applicant must submit copies of college transcripts, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Depending upon the needs of the Nation, some incumbents may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment. Knowledge of Federal, State and Navajo Nation laws, rules, regulations, related to gaming surveillance activities, knowledge of surveillance software and equipment. Skill in establishing and maintaining effective working relationships with governmental regulatory agencies, gaming facility management, co-workers and subordinates.

License/Certification Requirements:

Must possess a gaming license/certification from the State of Arizona and New Mexico and the Navajo Gaming Regulatory Office; and possess a valid state driver's license.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99