

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: _____	DATE POSTED: <u>08/26/19</u>
POSITION NO: <u>242740</u>	CLOSING DATE: <u>Open Until Filled</u>
POSITION TITLE: <u>Gaming Surveillance Observer (2 Positions)</u>	
DEPARTMENT NAME / WORKSITE: <u>Navajo Nation Gaming Regulatory Office/ Twin Arrows, AZ</u>	
WORK DAYS: <u>Shift Schedule</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/> GRADE/STEP: <u>AR62A</u>
WORK HOURS: <u>Varies</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>35,755.20</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____ \$ <u>17.19</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs work of moderate difficulty in monitoring and ensuring compliance with the Navajo Nation Gaming Ordinance, internal control standards (TICS/MICS), and applicable gaming policies and procedures; protects and maintains the integrity of the casino using closed circuit television (CCTV) and floor observations; provides a safe environment for employees and guests. Maintains and operates all surveillance equipment, including but not limited to DVD's, monitors, video printers, video switches, cameras, and computerized equipment; monitors cashier cage, vault areas and any location where money is being handled, the personnel therein, and other areas such as table games and employee transactions that require monitoring to ensure compliance with the Navajo Gaming Ordinance, internal control standards (TICS/MICS), and applicable gaming policies and procedures; reports suspicious, inappropriate or mishandling of funds to the Navajo Nation Gaming Regulatory Office (NNGRO) and/or casino staff. Conducts preliminary investigations of suspicious activity observed to determine if a violation or crime has occurred; prepares detailed and accurate reports of incidents of suspected illegal or fraudulent activities; ensures daily activity log is maintained for the shift; writes incident reports of suspicious activity, suspected criminal activity and violations of gaming regulations and internal controls; Provides testimony at hearings and in courts of law when required; performs other tasks and special assignments relevant to position as required by NNGRO; labels, maintains and categorizes all surveillance footage, DVD's, etc., in accordance with State-Tribal gaming compacts; reports any equipment in need of repair; reports safety hazards and incidents which affect health and safety of employees/patrons; Maintains confidentiality of all privileged information.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and two (2) years of work experience in the gaming industry, security, investigative work, video surveillance systems or local area network/wide area network (LAN/WAN) or information technology; or an equivalent combination of education and experience.

Special Requirements:

- Must possess or be able to obtain a gaming license from the Navajo Gaming Regulatory Office and certification from the State of Arizona.
- Must possess a valid state driver's license.
- A favorable background investigation.

(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:

Ability to type over 30 WPM. Knowledge of Federal, State and Navajo Nation laws, rules, regulations, related to gaming surveillance activities, Knowledge of the role of a gaming regulatory agency and its structure and purpose; Ability to communicate efficiently and effectively both verbally and in writing. Ability to follow verbal and written commands; Knowledge and ability to troubleshoot and repair surveillance systems (switcher system, cameras, computer, printer, and all programmable technology). Ability to make intelligent and effective decisions in routine and emergency situations. Skill in establishing and maintaining effective working relationships with other law enforcement/regulatory agencies, departmental staff, tribal officials, and the public. Knowledge of computerized surveillance software. Knowledge of Federal and State Indian Gaming laws; Skill in using computer software to generate reports and statistical information. Knowledge of casino card games and card game rules. Knowledge of the internal components of electronic gaming machines. Work is generally performed indoors where employee may have frequent contact with the public and be exposed to moderate/high noise levels, dirt, dust, unpleasant odors and second-hand smoke. Prolonged sitting.

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