

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV00416229 DATE POSTED: 09/19/18
POSITION NO: 242725 CLOSING DATE: OUF
POSITION TITLE: Gaming Surveillance Observer (4 Positions)
DEPARTMENT NAME / WORKSITE: Navajo Nation Gaming Regulatory Office / Twin Arrows Casino, Twin Arrows, AZ

WORK DAYS: <u>Shift Schedule</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AI62A</u>
WORK HOURS: <u>Varies</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>34,881.60</u> PER ANNUM
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>16.77</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 and 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 and 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; 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.

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:

- A favorable background investigation.
- Must possess or be able to obtain a gaming license/certification from the State of Arizona and 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; 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.