THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **OPV00414792** DATE POSTED: **12/18/17**

POSITION NO: 242135 CLOSING DATE: **OUF**

POSITION TITLE: Gaming Surveillance Observer

DEPARTMENT NAME / WORKSITE: OPVP / Navajo Gaming Regulatory / Fire Rock Navajo Casino / Hogback, NM

WORK DAYS: Shift Schedule

WORK HOURS: Varies

REGULAR FULL TIME: ☑

PART TIME: ☐ NO. OF HRS./WK.:

SEASONAL: ☐

TEMPORARY: ☐ DURATION :

GRADE/STEP: AB62A

$ 34,028.80 PER ANNUM

$ 16.36 PER HOUR

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 VCR'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 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 Gaming Regulatory Office (NGRO) 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 activities; performs other tasks and special assignments relevant to position as required by NGRO; labels, maintains and categorizes all surveillance videotapes, DVD's, etc., in accordance with State/Tribal gaming compacts; reports any equipment in need of repair; looks for and reports safety hazards.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

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

Special Requirements:

- 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.
- 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:

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 (troubleshooting). Skill in establishing and maintaining effective working relationships with governmental regulatory agencies, gaming facility management and co-workers. Knowledge of computerized surveillance software.

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