

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV0045048

Date Posted: 12/27/11

POSITION NO: 242483

Closing Date: OUF

CLASS CODE: 3459

POSITION TITLE: GAMING SURVEILLANCE MANAGER

DEPARTMENT NAME: Navajo Gaming Regulatory Office

DEPARTMENT NO: 004 WORKSITE LOCATION: Fruitland, NM

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: R68A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: _____ \$ 53,476.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 25.71 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, plans manages, and oversees surveillance shift operations; coordinates and administers activities of surveillance staff; monitors and ensures all Tribal and State Gaming Compacts, NIGC Minimum Internal Control Standards, Navajo Nation Tribal Ordinance are applied to gaming violations; reviews all surveillance shift reports and incident reports to ensure accuracy and timeliness of reporting to all appropriate NGRO staff and law enforcement when applicable; conducts regular on-site monitoring of surveillance activities and provides feedback to NGRO Executive Director and staff. Meets with Executive Director (ED)/Gaming Enforcement Manager (GEM) to report on surveillance activities, training, and personnel concerns that may affect surveillance operations; reports surveillance activities and/or status reports on surveillance incident reports, including evidence being used to support investigations by the NGRO, tribal, state or federal law enforcement agencies; provides expertise and guidance on proper techniques used in detecting cheating in casino gaming or unusual, irregular or illegal gaming activities; monitors staff performance and conducts timely performance evaluation on surveillance staff; coaches and mentors staff to increase productivity and correct deficiencies in job performance; conducts regular staff meetings to keep staff informed of operational issues. Develops and maintains statistical data/methods to track surveillance incidents and violations; performs statistical analysis of surveillance activities and disseminates progress reports to provide status and to identify trends in compliance violators and/or patron incident identified by surveillance staff; meets with casino management as directed by ED/GEM on request for surveillance of casino employees and/or casino departments; develops and recommends new and/or revisions to internal controls, policies and procedures for surveillance operations; implements and evaluates new and revised internal control procedures; participates in and/or provides recommendations for the annual budget process.

QUALIFICATION REQUIREMENTS:

Education, Training, and Experience

A Bachelor's degree in Criminal Justice or closely related field; and six (6) years of casino surveillance work experience or closely related work involving surveillance of casino games or regulatory work, three (3) years of which must have been in a supervisory capacity; or an Associates degree in Criminal Justice or closely related field; and eight (8) years of casino surveillance work experience or closely related work involving surveillance of casino games or regulatory work, four (4) years of which must have been in a supervisory capacity; or a high school diploma or GED; and ten (10) years of casino surveillance work experience or closely related work involving surveillance of casino games or regulatory work experience, five (5) years of which must have been in a supervisory capacity.

(To receive full credit for education/training, applicant must submit copies of college transcript, 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, practices and procedures related to gaming surveillance activities, knowledge of surveillance software and equipment, knowledge of the principles, practices of policies and procedures development and implementation, skill in developing statistical data and reports, skill in applying surveillance principles in an Indian Gaming setting.

License/Certification Requirements:

Must be able to obtain a gaming license/certification from the State of Arizona and New Mexico and the Navajo Nation Gaming Regulatory Office; and posses a valid state driver's license. Must be able to obtain Navajo Nation Vehicle Operator's Permit.

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