

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV00411304

DATE POSTED: 01/19/16

POSITION NO: 242722

CLOSING DATE: OUF

POSITION TITLE: Senior Gaming Surveillance Observer

DEPARTMENT NAME / WORKSITE: OPVP/NGRO/Twin Arrows Navajo Casino Resort, Twin Arrows, AZ

WORK DAYS: Shift Schedule REGULAR FULL TIME: GRADE/STEP: AB64A

WORK HOURS: Varies PART TIME: NO. OF HRS./WK.: _____ \$ 40,414.40 PER ANNUM

SEASONAL: DURATION : _____ \$ 19.43 PER HOUR

TEMPORARY: _____

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, corrective actions, recording of timesheets, attending management meetings and/or trainings; performs related work as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and four (4) years of work experience in surveillance, closed circuit TV monitoring or surveillance of casino games.

Preferred Qualifications:

- An Associate's degree or advanced degree in Criminal Justice, Computer Science, Information Technology or related field.
- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

- A favorable background investigation.
- 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 drivers 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:

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, co-workers and subordinates. Knowledge of computerized surveillance software.

<<A favorable background investigation is required>>

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