**JOB ANNOUNCEMENT**

**Post Date: 02/05/21**

**Surveillance Officer**

**Closing Date: 03/04/21**

* **Wages:** $15.00 per hour
* **Classification:** Non-Exempt
* **Reports to:** Surveillance Officer Manager
* **Hours:** As scheduled
* **General Responsibilities**:

Responsible for monitoring the Hidden Oaks Casino’s physical interior and exterior areas via surveillance cameras and other hidden devices as well as all Casino gaming and money-handling activities with the purpose of protecting company assets.

Applicant will be part of assisting in the operation of the Surveillance equipment

utilized in monitoring casino gaming, money handling activities, internal and external

which includes but, is not limited to monitors, switchers, digital recording, computers,

and keyboards. Perform periodic checks on equipment reporting any malfunctions,

while observing and documenting unusual or suspicious activities occurring at the casino

property to protect guests and employees. Must be able to work with other departments

for the overall good of the casino. Report and offer solutions to any area of vulnerability

to potential loss to the casino. Report any circumstances that may pose a conflict of

interest or hamper the credibility of any department or employee, check for Internal

Control Procedure violations as mandated by ICP’s. Applicant will safeguard all

confidential information by maintaining department confidentiality.

**MINIMUM QUALIFICATIONS:**

High school diploma or G.E.D. is required. One year of casino gaming surveillance

experience (preferred) or one-year casino floor experience or related surveillance/security

experience. You must have excellent written and oral communications skills with the

ability to write accurate and concise reports. An attention to detail through excellent

observation skills with the ability to handle multiple tasks for a fast-paced environment.  
 Applicant must be capable of sitting and working in a confined space for long periods of

time with low-light and extreme temperature conditions. Must be able to respond to oral

and visual cues simultaneously. Read, write and speak English. Excellent hearing and

vision including peripheral. Able to operate in a mentally and physically stressful

environment. Manual dexterity to operate all surveillance equipment. Must be able to

successfully pass a background investigation.

**To Apply Contact:**

Round Valley Indian Tribes, Personnel Department 77826 Covelo Road, Covelo CA 95248 For more information call 707.983.6126, Ext. 103 All applications must include a Resume. Full Job Description will be available for each position when requested

**INDIAN PREFERENCE:**

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). In other than the above, the Round Valley Indian Tribes is an Equal Opportunity Employer.

**ROUND VALLEY INDIAN TRIBES IS AN EQUAL OPPORTUNITY EMPLOYER (EOE) Applicants are considered without regard to race, color, religion, sex, age, national origin, sexual orientation, marital or veteran status, or the presence of a non-job-related mental or physical disability.**