



MENOMINEE
CASINO RESORT

Menominee Casino Resort

2nd Posting

Position Surveillance Officer

Job Status Full-Time

Minimum Age 21

Wage \$16.50

Date Posted Wednesday, February 22, 2023 8:00:00 AM

Date Closed Wednesday, March 22, 2023 4:30:00 PM

FIRST POSTING: OPEN 5 DAYS AND LIMITED TO ANY ENROLLED MENOMINEE TRIBAL MEMBER. SECOND POSTING: OPEN TO THE GENERAL PUBLIC.

SUMMARY

Responsible for maintaining close, continuous surveillance of all gaming areas and the entire property, in order to protect life, assets and the property.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Monitors all areas of the property at all times, identifying potential security and/or safety risks and reporting it to the appropriate individual or entity, for proper resolution.
- Utilizes necessary equipment, to identify, record, document and report illegal, suspicious or unusual activities occurring on property.
- Maintains a working knowledge of all rules and regulations of the Gaming Commission, and ensures strict adherence to it throughout the property.
- Protects company assets and gaming integrity, through the consistent, thorough monitoring of all activities on property, particularly on the gaming floor.
- Supports other Employees, Supervisors and Executives within the company, with regard to protection of assets in their respective departments.
- Maintains or augments skills through review and self-study.
- Coordinates, with other departments and/or agencies, when Surveillance discovers a matter, which needs further investigation or attention.
- Facilitates the flow of information, by attending regularly scheduled departmental meetings.
- Maintains a consistent and regular attendance record.
- Held accountable for the accuracy and thoroughness of departmental records and reports.
- Make suggestions and recommendations, as appropriate, with regard to possible changes in the policies and procedures of other departments, with the protection of company assets in mind.
- Knowledge of local jurisdiction gaming laws (federal, state, etc.) and attendant regulations as well as the Company's internal controls, policies, and procedure.
- Adhere to all policies and procedures within the Surveillance Handbook and the Menominee Casino Resort Policy and Procedure Manual.
- Participate in and successfully complete all training required for the position, including dealer training and statistical analysis of table games played.
- Maintain strict confidentiality at all times.
- Perform any other related duties as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School diploma or GED required. Previous casino experience in video surveillance, security, slots, table games or coin currency



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areas preferred.

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SPECIAL QUALIFICATIONS

Must possess excellent observational and communication skills. Must be able to detect any schemes or cheating activity aimed at the company or its' customers. Must be twenty-one (21) years of age or older. Must have demonstrated a proven work record in previous positions. Must have computer skills. Must have above average reading, writing and math skills. Must be able to work unusual/flexible hours including early mornings, days, nights, graveyard, weekends and holidays. Must be able to withstand a background check. Must be approved for and maintain a valid gaming license. Must possess a valid picture ID, Social Security card and proof of education. Preference given to qualified Menominee or other Native American applicants.

CRIMINAL BACKGROUND MINIMUM REQUIREMENTS:

No person shall be eligible for employment at Menominee Casino Resort/Thunderbird Complex if they have been convicted, or have a pending unresolved charge of:

- Any crime which would require compliance with the reporting requirements for sex offenders pursuant to Menominee or Wisconsin law; or
- A felony conviction of any kind in the immediately preceding two years.
- A crime of any kind related to gambling in the immediately preceding two years.
- A crime of any kind related to theft, fraud, or misrepresentation in the immediately preceding two years.
- A crime of any kind related to a crime of violence, or involving, or involving domestic violence, or a drug offense involving sale of drugs, or possession with intent to sell drugs during the immediately preceding 2 years.

In addition to the minimum criminal background requirements listed above, employee must meet the minimum criminal background requirements necessary to obtain a gaming license as stated in Menominee Tribal Code Chapter 347 and the Tribal Gaming Compact.

LANGUAGE SKILLS

Ability to apply commonsense understanding to carry out a variety of instructions furnished in oral, written or diagram form. Must pass computerized report writing test.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Must pass math test with a score of at least 80%.

REASONING ABILITY

Ability to apply commonsense reasoning to a variety of problems involving several concrete and abstract variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an Employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Employee is regularly required to talk or hear. The Employee is also regularly required to stand; walk; sit for extended periods; and use hands to finger, handle, or feel objects, tools or controls. The Employee is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an Employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.