

**Job Title:** Surveillance Operator **Department:** 5211  
**FLSA:** Non-exempt **Status:** Full-time  
**Reports To:** Surveillance Manager **Pay Grade:** 7  
**Benefits:** Eligible upon 90 days – PTO/Holidays/Health/Optical/Dental/Life  
**Retirement:** Eligible for enrollment on the first day of hire.

**SUMMARY:**

Responsible for maintaining close, continuous surveillance of all gaming areas, and the entire property, to protect life and property at S&K Gaming, LLC.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

Maintains a working knowledge of all rules and regulations of the CSKT Gaming Commission and ensures strict adherence to same throughout all the properties. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Always monitors all areas of all properties, identifying potential security and/or safety risks and reporting same to the appropriate individual or entity, for proper resolution.
- Protects company assets and gaming integrity, through the consistent, thorough monitoring of all activities on all properties, particularly the gaming floors.
- Utilizes necessary equipment, to identify, record, document, and report illegal, suspicious or unusual activities occurring on all properties.
- Responsible for continually monitoring hotel and casino operations to ensure adherence to the CSKT Class II Gaming Tribal Internal Control Standards, and company policies and procedures.
- Checks all surveillance equipment at the start of each shift to ensure these are in good working condition.
- Views the casino areas for identification of theft, laundering, embezzlement and any other suspicious or undesirable activity.
- Maintains daily logs.
- Completes daily reports.
- Cooperates with local, state, and federal law enforcement in the investigation of criminal activity which occurred on property.
- Supports other management and executives within the company, regarding protection of assets in their respective departments.
- Maintains or augments skills through review and self-study.
- Contacts the Security Department when Surveillance discovers a matter which needs further investigation or attention.
- Facilitates the flow of information throughout the department, by attending regularly scheduled departmental meetings.
- Held accountable for the accuracy and thoroughness of departmental records and reports.
- Makes suggestions and recommendations, as appropriate, regarding possible changes in the policies and procedures of other departments, with the protections of company assets in mind.
- Responsible for reviewing all Title 31 documentation in assigned area, monitors all cash movement, and report all suspicious activity to the appropriate individual or entity, for proper resolution.
- Performs other duties as assigned.

**SUPERVISION EXERCISED:**

- None

**EDUCATION AND/OR EXPERIENCE:**

- Must possess a High school diploma or general education degree (GED) required.
- Six (6) months experience in the gaming industry, security, investigative work, or video surveillance systems.
- Knowledge of, and experience with, closed circuit television equipment preferred.

**SPECIAL QUALIFICATIONS:**

- Ability to maintain strict confidentiality.
- Employee must be of high moral character.
- Must be able to detect any schemes or creating activity aimed at the company or its customers.
- Must be able to multi-task.
- Must possess excellent observational and communication skills.
- Must be computer literate with good written and verbal skills.
- Must have good hand-eye coordination and hearing.
- Exceed guests' expectations with quality and friendly service.
- Treat all Associates and guests with respect, dignity, integrity, and sensitivity.
- Provide a safe working environment by complying with safety rules and reporting potential hazards.
- Comply with company performance standards and departmental policy and procedures.
- Demonstrate pride and professionalism for all properties and their goals.
- Support training and development for all associates.
- Communicate and share ideas, concerns and explain "Why" behind decisions.
- Maintain a consistent, regular attendance record.
- Must be extremely detailed oriented, possess excellent organizational skills and strive for accuracy.
- Must be flexible and a fast learner and will be willing to accommodate new and extra work as requested by Manager.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:**

- The employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- The noise level in the work environment varies from light to moderate.
- Ability to work flexible hours/shifts including evenings, graveyard, weekends, and holidays required.
- Ability to commute to one (1) or more of the other properties as needed.

**CERTIFICATES, LICENSES & REGULATIONS:**

- Required to complete Title 31 Bank Secrecy Act (Anti-Money Laundering) annually
- SafeServ certification required.

- Required to watch Customer Service video annually.
- Required to watch Sexual Harassment video annually.
- Must complete a background check and the fingerprint process.
- Required to obtain and maintain gaming license from the CSKT Tribal Gaming Commission annually
- This individual will be required to successfully pass a pre-employment drug test and as a condition of employment will be subject to random drug testing
- It is always the responsibility of the employee to have all documents current and valid

I certify that I have read this job description and understand each one of the requirements for this position, including but not limited to the physical requirements. By signing this document, I certify that I meet all the physical requirements for this job without limitation.

\_\_\_\_\_  
Employee Print & Sign

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Representative

\_\_\_\_\_  
Date