



MESCALERO APACHE TRIBE JOB ANNOUNCEMENT

Position Title: Surveillance Agent
Department: Gaming
Employment Status: Full time **Grade:** NE5
Shift hours; Overnight Shift with flexibility to cover other shifts.
Opening date: July 8, 2020 **closing date: July 22, 2020**

Job Summary

Monitors premises to detect crimes, illegal acts, disturbances, incidents, violations of policies, procedures, internal control standards, regulations and laws with the use of electronic displays; records events, occurrences and incidents using a computer and database software; writes reports; notifies immediate Supervisor/management of incidents.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found or assigned to this position.

Essential Duties and Responsibilities (Additional duties as assigned):

Constantly monitors electronic displays that transmit views of the premises, inside and outside, including the casinos, back of the house, non-gaming areas, garage and outdoors. Captures and archives video. Records occurrences and events. Generates incident reports that pertain to crimes, illegal acts, and disturbances, violations of policies, procedures, internal control standards, regulations and laws. Inputs data into a database. Insures that all activity is monitored in order to protect the assets of the Tribe and the Enterprise, protect the safety of the guests and employees, and protect the integrity of the casino games and enterprise operation. Monitors all surveillance equipment, Oasis system and radios. Conducts system checks and reports any malfunctions. Completes all necessary logs and forms for their shift. Monitor internal control systems. Enforces departmental policies and procedures for activities by monitoring, reporting, reviewing, documenting, and maintaining critical records, information, and confidentiality; prepares and submits a daily shift report to the Manager/Director when needed.

Testing

Must pass a drug and alcohol test and an in-depth background investigation

Must pass a math test

Must pass a computer test

Must pass a report writing test

*Applicant must achieve a minimum score of 70%

Qualifications

Mescalero Apache Tribal preference applied.

Education and/or Experience: High school diploma or general education degree (GED); One year of Gaming Experience preferred.

Computer Skills: To perform this job successfully, an individual should have intermediate or advanced computer skills and experience with database, spreadsheet, and word processing software.

Language Skills: Ability to read and interpret documents such as regulations, laws, policies, procedures, and internal control standards; Ability to write routine reports and correspondence.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; Ability to compute rate, ratio, and percent and know basic algebra.

Certificates, Licenses, Registrations: Must possess a valid and current NM Driver's License or State ID; Must possess or be able to attain a Class III Gaming License that is current and in good standing.

Other Qualifications: Minimum age requirement: 21 years. Must be able to maintain strict confidentiality. Must have a good work history. Must have a good attendance history. Must have reliable transportation to and from work. Must be able to work odd hours, shifts and holidays. Must be able to travel as needed.

Physical Demands

While performing the duties of this job, the employee regularly is required to sit for long periods of time; use hands to finger, handle, or feel; reach with hands and arms; and see, talk or hear. The employee frequently is required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

Work Environment

Work is generally performed in an office and Casino setting with exposure to second-hand smoke and a high noise level. Evening, weekend, and/or holiday work will be required. Extended hours and irregular shifts will be required.

For questions, call 575-464-7103