



## MESCALERO APACHE TRIBE JOB ANNOUNCEMENT

<b>Position Title:</b>	<b>Surveillance Agent</b>	
<b>Department:</b>	<b>Mescalero Apache Tribal Gaming Commission</b>	
<b>Employment Status:</b>	<b>Full time</b>	<b>Grade: NE7</b>
<b>Shift hours:</b>	<b>Overnight Shift with flexibility to cover other shifts.</b>	
<b>Opening date:</b>	<b>5/10/2022</b>	<b>Closing date: 5/23/2022</b>

### **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.*

### **Duties and Responsibilities**

- 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 and prepares and submits a daily shift report to the Manager/Director when needed.
- Monitors internal control systems and enforces departmental policies and procedures for activities by monitoring, reporting, reviewing, documenting, and maintaining critical records, information, and confidentiality;

### **Minimum Qualifications**

- High School Diploma or GED.
- Must be 21 years of age or older.
- One year of Gaming experience preferred.
- Computer and database skills required.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.
- Must successfully pass a basic computer skills test, math test, report writing test, and Criminal Justice Information Services (CJIS) Security Awareness training.
- Must possess, or be able to attain, a Class III Gaming License that is current and in good standing.

*Tribal preference and Native American Indian preference shall apply to all positions.*

### **Knowledge, Skills and Abilities**

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of business English, proper spelling, grammar, and punctuation.
- 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.
- Intermediate or advanced computer skills and knowledge of computerized information systems.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, and database software.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to represent the organization in a professional manner, building respect and confidence in the community.
- Ability to gather data, compile information, and prepare reports.
- Ability to create, compose, and edit written materials.
- Ability to read and interpret documents such as regulations, laws, policies, procedures, and internal control standards.
- Ability to maintain strict confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.

### **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.