

Picayune Tribal  
Gaming Commission

**Job Description**

**Closing Date –**

**SURVEILLANCE OPERATOR**

DEPARTMENT: Surveillance	EXEMPT (Y/N): This is a temporary position for a term of 6 months
SALARY GRADE: DOE	REPORTS TO: Shift Supervisor

**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** include the following:

- Monitors all areas of the property at all times, identifying potential security and/or safety risks and reporting same 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 same 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 the Security Department, 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.

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**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.

**SURVEILLANCE OFFICER**

Page 2

**EDUCATION and/or EXPERIENCE:**

High School diploma or GED required.

**SPECIAL QUALIFICATIONS:**

Knowledge of, and experience with, closed circuit television equipment preferred. Must possess excellent observational and communication skills. Must be able to detect any schemes or cheating activity aimed at the company or its' customers.

**LANGUAGE SKILLS:**

Ability to apply commonsense understanding to carry out a variety of instructions furnished in oral, written or diagram form.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

**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; 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.