# Muscogee (Creek) Nation

## Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

| Submitted Date 08/12/2016 | Employee Requisition Number | **JOB OPPORTUNITY** | |
|---|---|---|---|
| Title/Position: **SURVEILLANCE OFFICER** | | | |
| Pay Grade SG 7 | Salary Range $22,380-29,161 | Classification Full Time | |
| Department: OPG DUCK CREEK | Location: Duck Creek | Location Code: 33P | FT/PT 1-Full Time |

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.**
**MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

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| General Summary: | Under the direction of the Surveillance Supervisor, the Surveillance Officer is responsible for observing activities at the Muscogee (Creek) Nation gaming facilities for compliance with Federal, State, and Tribal laws and ordinances. The Surveillance Officer, through observation, is to protect the integrity of the facility, all money, and all assets of the Tribe. They also retain and file audio and video records of casino activities in the event that the records need to be used for investigations. The job also usually involves submitting written or verbal reports of any theft or suspicious behavior. |
| Principal Duties and Responsibilities: | 1. Operates a (CCTV) closed circuit surveillance system within the gaming facility.<br>2. Observe patrons and employees participating in gaming activities to detect infractions of house and policy rules and regulations.<br>3. Observe patrons to detect various types of scams, fraud, and other violators as designated by the immediate supervisor.<br>4. Record irregularities through detailed written reports.<br>5. Will ensure that all Muscogee (Creek) Nation gaming facilities are following the Nation's gaming ordinances.<br>6. Prepare daily activity report logs, incident reports and daily interdepartmental surveillance reports.<br>7. Safeguard all confidential information and maintain departmental confidentiality.<br>8. Report any personal circumstances that may pose conflict of interest or hamper credibility to the Office of Public Gaming.<br>9. Will assist Lighthorse Security Officers within the facility by radio and/or phone.<br>10. Perform additional duties as assigned. |
| Minimum Requirements: | : High School Diploma with two (2) years experience surveillance and/or gaming experience. Two (2) years experience and knowledge with surveillance reports and equipment, NIGC, internal controls, and IGRA, or a combination of education and experience |
| Preferred Requirements: | Associate's Degree in Criminal Justice or Law Enforcement. Three (3) years experience in surveillance and/or gaming, report writing, |

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| | surveillance and/or gaming equipment, and knowledge of NIGC, internal controls, and IGRA. One (1) year experience in a supervisory capacity. |
| Valid Oklahoma Driver's License required? | Yes |
| Please list any additional licenses required: | Muscogee Creek Nation Gaming License |

**Competencies:**

**Customer Service:** Responds promptly to customer needs.

**Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.

**Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.

**Written Communication:** Writes clearly and informatively; Able to read and interpret written information.

**Teamwork:** Balances team and individual responsibilities.

**Visionary Leadership:** Inspires respect and trust.

**Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

**Organizational Support:** Follows policies and procedures; Supports organization's goals and values.

**Quality:** Demonstrates accuracy and thoroughness.

**Quantity:** Completes work in timely manner.

**Safety and Security:** Observes safety and security procedures.

**Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

**Dependability:** Follows instructions, responds to management direction.

**Physical Demands:**

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☐ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.

☐ Physical Exam Required

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

☐ Fumes or airborne particles ☐ Outside weather conditions ☐ Toxic or caustic chemicals
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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**Public Relations:**

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.