

CATAWBA INDIAN NATION

Job Description

POSITION: Catawba Nation Gaming Commission Surveillance Agent
PAY RANGE: Pay \$17.00 - \$19.00; hourly; non-exempt

JOB DESCRIPTION: Surveillance Agents observe all areas of the Two Kings Casino operation using video technologies, performing various reviews for the Gaming Commission and Casino Departments along with compiling accurate reports on incidents occurring on property to ensure the Catawba Nation's assets are protected. The Surveillance Department is a 24 hour, 7 days a week department. The department works on holidays and weekends.

This position is responsible to and subject to the CIN Personnel Policies and Procedures Manual.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Actively observes all areas of the Casino operation using digital video surveillance (CCTV) equipment.
- Conduct routine observations focused on funds-handling operational areas to determine if breaks in established procedures have occurred.
- Immediately reports suspicious, unusual activities or transactions to the Supervisor in charge.
- Complies various reports focusing on accuracy and attention to detail, also ensuring all paperwork is error free and completed in a timely manner.
- Remains current on and has comprehensive knowledge on surveillance and casino department, MICS, TICS, and SICS, and policies and procedures.
- Protects the confidential nature of observations, recorded video, and surveillance activities.
- Ensures equipment used by the Surveillance department is functioning as intended.
- Collaborate with Casino Operation to ensure associate and customer safety.
- Identify areas of risk and report to supervisor for investigation and review.
- Ensures that video is properly referenced and archived for potential future use.
- When required, record video incidents to CDs and prepare incident documentation as needed for distribution to various departments and/or law enforcement.
- May testify in court.
- Other duties as assigned.

COMPETENCIES

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.

- Ability to perform investigations using computer software and data analytics.
- Ability to maintain visual attention and mental concentration for significant periods of time.
- Ability to analyze and interpret numerical data, including statistical information and produce organized and clear reports.
- Working knowledge of Tribal Gaming Ordinance, Tribal Internal Controls Standards, NIGC regulations, and Casino Policies and Procedure standards.
- Must meet standards established for a key gaming license.
- Must abide by Commission confidentiality policies.

MINIMUM REQUIREMENTS

- High School diploma or GED required.
- General computer/keyboarding skills.
- Minimum of one-year of video surveillance, military, loss prevention, security based on CCTV or law enforcement required.
- Ability to work weekends.
- Must undergo a Criminal Background Investigation to be approved for a Catawba Gaming License.

PHYSICAL REQUIREMENTS

- While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; bend so as to open/use lower drawers or cabinetry; to talk, hear, and see. The employee is frequently required to sit. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Catawba Indian Nation exercises INDIAN PREFERENCE

Native American Indian preference shall apply to this position pursuant to the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws (title 25, U.S. code, Section 472 & 473).