



# Cow Creek Gaming & Regulatory Commission

## Position Description

**Position Title:** Surveillance Operator I

**Department:** Gaming Commission

**Reports To:** Surveillance Supervisor

**FLSA Designation:** Non-Exempt

**Date Written/Revised:** 02/09/2016

### POSITION PURPOSE:

Responsible for monitoring gaming and non-gaming activity for internal control compliance and gaming integrity via CCTV System .

### ESSENTIAL FUNCTIONS:

- Clandestine observation of gaming and non-gaming related activities via the CCTV System.
- Ensures compliance of all Tribal, State and Federal rules and regulations related to gaming.
- Maintains basic knowledge of all games, casino scams and advantage play techniques.
- Ability to follow situations utilizing surveillance cameras and equipment.
- Maintains required logs, accurately.
- Monitors resort personnel for compliance with Internal Controls.
- Attends training as required.
- Maintains confidentiality with verbal, written and electronic information. Limit access to information on a job-related, need-to-know basis.
- Monitors resort personnel for policy and procedure compliance as assigned by the Operations Manager and/or Executive Director.
- Monitors special assignments as assigned by the Operations Manager and/or Executive Director.
- To document any and all events as required and report all unusual or suspicious events or activities to the Operations Manager, Executive Director and/or Gaming Inspectors as required by the Internal Controls.

### SPECIFIC JOB KNOWLEDGE, SKILL AND ABILITY:

- Able to identify color and symbol via CCTV system.
- Good math, typing and communication skills.
- Excellent verbal and written communication skills.
- Literate in basic computer usage.

Initials

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**MINIMUM QUALIFICATIONS:**

**Education:**

- High school diploma or GED

**Experience:**

- Gaming experience preferred

**License or Certificate:**

- Class III Gaming License.

