



Hoplend Band of Pomo Indians
Job Announcement
Open until filled

Position: Surveillance Observer
Reports To: Tribal Chair
Responsible To: Lead Shift Supervisor
Rate of Pay: \$13.00

POSITION SUMMARY: Works variable shifts as assigned by the Surveillance Manager. Working in concurrence with the Surveillance Shift Supervisor to insure that surveillance is provided throughout the casino as required by Hopland Gaming Commission Regulations (Regulations), established internal controls and policy and procedure.

ESSENTIAL FUNCTIONS:

1. Observe all gaming activities.
2. Monitor casino fire alarm systems.
3. Monitor/Operate surveillance equipment and control systems.
4. Ensure that all rules and laws applicable to the gaming operation are effectively enforced by direct compliance and ensure violations are reported to the appropriate authorities as necessary.
5. Must be knowledgeable of all Hopland Gaming Enterprises Gaming Policies and Procedures, Tribal Ordinance, established internal controls and all other related gaming regulations.
6. Comply with all reporting requirements as established by the Hopland Gaming Commission Regulations.
7. Keep the Shift Supervisor advised of all pending situations which may have a negative effect upon the operation.
8. All other gaming and job related duties as assigned.

REQUIRED:

1. Ability and willingness to attend additional training and travel.
2. Must be willing and able to work any shift including splits, evenings, weekends, and holidays as well as fill in on an emergency basis.
3. Must meet and qualify for licensing pursuant to Commission Regulations.
4. Ability to inform and communicate orally and in writing.
5. Ability to process information effectively.
6. Must possess the ability to interact with fellow employees, county, and state agencies demonstrating respect, tact, courtesy, objectivity, maturity to develop and effective and cooperative working relationship.
7. Ability to maintain confidentiality in all matters is of the utmost importance. Will be required to sign a confidentiality agreement.
8. Must be at least 18 years of age.
9. Must possess reliable transportation.

EDUCATION/EXPERIENCE:

- High School Diploma, HSED, or GED is required. Additional education beyond High School, Military and job related experience will take precedence in selection.
- Knowledge of standard and accepted surveillance department methods and procedures preferred.
- Computer skills desirable.

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS: 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 frequently required to walk, sit, use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop or bend, and speak and hear. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the essential functions of this position the employee is occasionally exposed to outdoor weather conditions and may be required to move about the casino floor and exposed to a non-smoke free environment.

The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and an extensive background security check.

To Apply: Mail your completed application, and resume:

Hopland Band of Pomo Indians
Human Resources
3000 Shanel Road
Hopland, CA 95449

Apply In Person - You can also submit your application in person to the Human Resources office located at 3000 Shanel Road, Hopland, California. The office is open from 9:00 a.m. to 4:00 p.m., Monday through Friday.

Other Ways to Get Position Listings and Applications - If you need a hard copy of an application mailed to you, please E-mail HR@hoplandtribe.com or call 707-472-2100.