

## Baraga Property

16449 Michigan Avenue  
Baraga, MI 49908  
906-353-6623 x4120  
Fax: 906-353-8786



TERO Director

Date

## Marquette Property

105 Acre Trail  
Marquette, MI 49855  
906-249-4200 x204  
Fax: 906-249-9610

## Human Resource Office

### OJIBWA CASINOS POSITION DESCRIPTION

JOB TITLE: Surveillance Monitor Part Time Position

DEPARTMENT: Surveillance

LOCATION: Baraga/Marquette  
(**Bold** indicates Job Location)

SUPERVISOR: Shift Supervisor

WAGE: Grade 3  
Min. \$9.80, Max. \$11.59

CLOSING DATE:

**The Keweenaw Bay Indian Community does not discriminate on the basis of race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.**

#### APPLICATIONS/RESUMES MUST BE SUBMITTED TO:

HUMAN RESOURCE DEPARTMENT  
16449 MICHIGAN AVENUE  
BARAGA, MI. 49908-9209

Or:

HUMAN RESOURCES  
105 ACRE TRAIL  
MARQUETTE, MI. 49855

#### QUALIFICATIONS/REQUIREMENTS:

- High School Diploma, GED or High School Certificate of Completion is necessary.(Waived for Individuals 62 years of age and above and meet all the qualifications in the job description. This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director/Manager and Human Resources Director).
- 1. Must be able to be licensed.
- 2. Must be 18 years of age or older.
- 3. Must be willing to work nights, weekends and holidays.
- 4. Broad knowledge of games and casino rules, procedures and administration preferred.
- 5. Must be familiar with camera equipment and methods of operation and recording. Knowledge of and identification of methods of cheating games and other related activities are essential.
- 6. Must possess excellent interpersonal and communication skills. The individual must be able to deal with fellow employees and other departments with tact, courtesy, respect, objectivity and maturity.
- 7. Must be willing and able to obtain additional education and training as needed.

**POSITION SUMMARY:** This position protects company assets and possesses in-depth knowledge of all Casino games and safety procedures/policies, as well as knowledge of clandestine surveillance operations. This non-exempt position works swing shifts as assigned to include nights, weekends and holidays in the Surveillance Department. Applicants may be placed in a pool after interviews and contacted as positions become available.

**DUTIES AND RESPONSIBILITIES:**

1. Maintains surveillance on designated areas and activities.
2. Monitor table games, slot machines and all other gaming activities.
3. Monitor Cage areas and change person activities.
4. Monitor non-gaming procedures.
5. Records any irregular gaming activity and forwards reports/tapes to the Surveillance Manager and/or Casino Shift Manager.
6. Operates all surveillance equipment, including, but not limited to VCRs, monitors, switches, computers, controllers and cameras as assigned.
7. Provides closed circuit T.V. and personal observations of certain departments and applicable job functions to assure that all company policies and procedures are met with compliance.
8. Notes any equipment/unsafe conditions that is in need of repair and passes that information on to their supervisor or the proper authority.
9. Meets the attendance guidelines of the job and adheres to regulatory, departmental and company policies, including those regarding confidentiality.
10. Cooperates in accident investigations by supplying camera coverage and reviewing tapes to contribute narrative and timing as needed.
11. Complete log information as needed for departmental activities.
12. Must be able to write clear, accurate and concise reports.
13. Performs all other job related duties as assigned by their supervisor.

**PHYSICAL REQUIREMENTS:**

1. Must be able to concentrate, focus and stay alert for irregularities for long periods of time.
2. Employee must pass a pre-employment physical and drug screen. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.

This summary is intended to indicate the kinds of tasks that will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position shall be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of the employee, nor to exclude other duties not mentioned that are of a similar kind.

Updated job description 01/16