

Baraga Property

16449 Michigan Avenue
Baraga, MI 49908
906-353-4120
Fax: 906-353-8786



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: Security Officer
Part time

DEPARTMENT: Security

LOCATION: Baraga/Marquette
(**Bold** indicates position location)

SUPERVISOR: Shift Supervisor

WAGE: Grade 3
MIN. \$ 9.80 MAX. \$ 11.59

CLOSING DATE:

Applicants will be placed in a pool and notified as positions become available.

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

Or:

HUMAN RESOURCES
105 ACRE TRAIL
MARQUETTE, MI. 49855

QUALIFICATIONS/REQUIREMENTS:

- o 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. Must successfully complete officer training programs within a time line approved by the Supervisor, including, but not limited to: Basic Security Officer Training, First Aid, CPR, Defense and Arrest Tactics and any other as needed/requested.

5. Must possess excellent interpersonal and communication skills. Excellent customer/employee relation skills are required. The individual must be able to deal with the general public and fellow employees with tact, courtesy, respect, objectivity and maturity.
6. Must be willing and able to obtain additional education and training as needed.

POSITION SUMMARY: This position patrols the area of the Casino buildings and grounds to assure security and prevent damage or loss to Tribal assets/properties. This non-exempt position works swing shifts as assigned to include nights, weekends and holidays in the Security Department. Applicants may be placed in a pool after interviews and contacted as positions become available.

DUTIES AND RESPONSIBILITIES:

1. Patrol the Resort/Casino grounds, buildings, and parking lots to assure security and prevent damage to or loss of Tribal property.
2. Observe customer/employee gaming activities and report to their Shift Supervisor any unusual or suspicious conditions or any customer/employee actions that could result in injury or loss to the Tribe.
3. Verify table game fills, jackpot winnings and credits for accuracy and provide security for chip, fill, exchanges and money transactions for other departments.
4. Conduct initial investigations and documents incident reports and accident reports as well as obtain statements from customer/employees/witnesses regarding these incidents.
5. Assist customers with such items as vehicle lockouts, lost and found, safety issues, etc.
6. Assist with escorting various types of customers/employees to authorized areas of the Resort/Casino.
7. Must be in uniform while on duty and follow internal Security Department dress code.
8. Practice superior customer service skills at all times to include, but not limit to, addressing customer and employee needs courteously and promptly. Maintains order and checks identifications. Deals with difficult customers with resiliency/flexibility.
9. Complete log information as needed for departmental activities regarding the Resort/Casino.
10. Assists sick or injured patrons and employees.
11. Must be able to write clear, accurate and concise reports.
12. Must be physically and mentally capable of handling emergency situations.
13. Attends all safety/first aid training classes.
14. Must identify safety hazards and report them to the proper authority.
15. Must be able to properly use hand radios, monitors, fire extinguishers and resuscitation equipment.
16. Performs all other job related duties as assigned by their supervisor.

PHYSICAL REQUIREMENTS:

1. Must be able to stand for long periods of time, walk continuously and occasionally sit, bend/stoop, carry and lift up to fifty (50) pounds.
2. Occasionally, incumbent will be required to push/pull up to one hundred fifty (150) pounds.
3. 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 2/16.