

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



Marquette Property  
105 Acre Trail  
Marquette, MI 49855  
906-249-4200 x204  
Fax: 906-249-4401

## Human Resource Office

### OJIBWA CASINOS POSITION DESCRIPTION

**JOB TITLE:** Security Officer

**DEPARTMENT:** Security

**LOCATION:** Baraga

**SUPERVISOR:** Security Supervisor

**WAGE:** Grade 7 (Min: \$13.00/hr)  
Part-time (up to 37 hrs/wk)  
Non-Exempt Position

**CLOSING DATE:** Continuous

**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.**

**TO APPLY, PLEASE COMPLETE A KBIC ENTERPRISE APPLICATION AND SUBMIT IT TO:**

*(Applications may be obtained on the Ojibwa Casino website or from Human Resources)*

You may email to [hr@ojibwacasino.com](mailto:hr@ojibwacasino.com) **OR**

16449 MICHIGAN AVENUE  
BARAGA, MI 49908  
**FAX: 906-353-8786**

**OR**

105 ACRE TRAIL  
MARQUETTE, MI 49855  
**FAX: 906-249-9610**

**POSITION SUMMARY:** The primary focus of this position is to safeguard casino assets and the safety of all employees and customers. The position oversees/enforces casino policies and procedures within their jurisdiction as they pertain to the Minimum Internal Controls, NIGC, State of Michigan Gaming Compact and departmental standard operating procedures. Scheduled hours will vary to include all shifts and will be based on operational needs.

**QUALIFICATIONS/REQUIREMENTS:**

1. High School Diploma, GED or High School Certificate of Completion is required.
2. Must be able to obtain and retain a gaming license.
3. Must be at least 18 years old.
4. Must possess a valid driver's license and maintain license during employment.
5. Must have basic computer skills & computer knowledge.
6. Must be physically and mentally capable of handling emergency situations.
7. Must possess excellent interpersonal and communication skills.

8. Must be able to deal with the general public and fellow employees with tact, courtesy, respect, objectivity and maturity.
9. Must be willing to work day, nights, graveyard shifts, weekends and holidays.
10. Must be able to 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, TAMS, AED and any other as needed/requested.
11. Must be willing and able to obtain additional education and training as needed.

#### **DUTIES AND RESPONSIBILITIES:**

- Patrols the Resort/Casino grounds, buildings, and parking lots to assure security and prevent damage to or loss of Tribal property.
- Maintains order and checks identifications.
- Observes 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.
- Verifies table game fills, jackpot winnings and credits for accuracy and provide security for chip, fill, exchanges and money transactions for other departments.
- Conducts initial investigations and documents incident reports and accident reports as well as obtain statements from customer/employees/witnesses regarding these incidents.
- Wears uniform while on duty and follows internal Security Department dress code.
- Practices superior customer service skills at all times to include, but not limit to, addressing customer and employee needs courteously and promptly. Deals with difficult customers with resiliency/flexibility.
- Completes log information as needed for departmental activities regarding the Resort/Casino.
- Assists sick or injured patrons and employees.
- Assists customers with such items as vehicle lockouts, lost and found, safety issues, etc.
- Assists with escorting various types of customers/employees to authorized areas of the Resort/Casino.
- Escort discharged customers onto shuttle to ensure safety of passengers and drivers.
- Attends all safety/first aid training classes.
- Identifies safety hazards and reports them to the proper authority.
- Uses hand radios, monitors, fire extinguishers and resuscitation equipment.
- 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. Must be able to tolerate varying levels of noise, dust and/or smoke.
4. Employee must pass a pre-employment background check, physical and drug screen.

*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.*