



The Port Gamble S'KLALLAM TRIBE



Job Title: **Surveillance Supervisor**
Supervisor's Title: **TGA Director**
Average Hours Per Week: **40**

Department: **TGA**
HR Review Date: 4/17/19
Date of Revision: **6/14**

Job Summary

Represents the Port Gamble S'Klallam Tribal Gaming Agency in a highly professional manner that sets an example for all peers and subordinates. Supervise Surveillance observers and technicians report to, and assist The Director in Agency operations. Responsible to ensure observers protect tribal assets by proper oversight, through observation, of the Tribal Gaming Ordinance, Tribal/State Compact, National Indian Gaming Commission Minimum Internal Controls and the Casino Internal Controls.

Essential Functions

- Oversees the conduct of Surveillance in the monitoring of Class II and Class III Gaming operations to ensure The Point Casino is in compliance with established State and Federal Laws, Tribal Gaming Ordinance, Tribal/State Compact, National Indian Gaming Commission Minimum Internal Controls, Indian Gaming Regulatory Act and the Casino Internal Controls.
- Observe, investigate and report all violations that come to attention during the course of staff duties.
- Investigations may include highly complex criminal conspiracies, detailed reviews of financial records, incidents of cheating and/or theft.
- Reviews and ensures completion and accuracy of all Incident Reports, Non-Compliance Violations and Audits prior to submitting to the Director.
- Track and assign follow up as needed for Non Compliance Violations, Incident Reports and Audits.
- Prepare responses to WSGC inquiries and audits.
- Prepare and make presentations to The Gaming Commission and Tribal Council as necessary.
- Possess a comprehensive understanding of policies and procedures for monitoring compliance with gaming regulations as established by the Tribal Gaming Board, Tribal-State Compact, The Point Casino Internal Controls and NIGC Minimum Internal Controls.
- Rewrite or write surveillance Internal controls and procedures as necessary.
- Safeguards assets of the Tribe.

Attends court, hearings & other legal matters, acting as a witness & providing evidence.

- Evaluate casino activities and assign Surveillance Observers as needed to ensure casino compliance.
- Prepares Observer work schedule.
- Monitor time cards and time clock reports to ensure accuracy.
- Write Observer Performance Evaluations.
- Monitor, communicate with and counsel Observers as needed.
- Prepares reports and daily log entries as required and directed.
- Maintains proper communication with Management, Security and Accounting/cage.
- Observes Casino staff activities as they relate to compliance with the Minimum Internal Control Standards and reports any discrepancies to the Director of the Tribal Gaming Agency.
- Maintains confidentiality within the established guidelines.
- Assigns and conducts Surveillance Audits.
- Assist with hiring, training and education of Surveillance staff.

Qualifications

- Three years of Supervisory or Management experience.
- Two years experience and background in Law Enforcement, Casino Surveillance, Tribal Gaming, Security or Accounting.
- Detailed knowledge of criminal offenses or accounting procedures, as well as the regulations/agreement governing Tribal Gaming.
- Calm under stress, possess integrity and qualities of leadership.
- Knowledgeable of modern methods of Surveillance, Security and training, investigative techniques and possess skills to organize and supervise.
- Prepare clear and concise reports and possess strong oral and written communication skills.
- Computer literacy is required.
- College experience is desirable.
- High School Diploma or G.E.D.
- Ability to apply common sense and to carry out instructions furnished in written, oral, or diagram form.
- Good writing skills and grammar usage are required.
- Excellent interpersonal skills.
- Ability to calculate figures and amounts such as rate, ratio, and percent.
- Ability to read and interpret documents such as operating and procedure manuals.
- Ability to complete tasks quickly and accurately.
- Independent decision making skills are necessary within guidelines and practices of department.

License Requirements

- Tribal Gaming License

Physical Demands

- Sit or stand for long periods of time
- Occasionally involves light work exerting up to 50 lbs. of force to move objects.

Physical Requirements

- Regularly required to finger, handle, reach with hands and arms
- Frequently required to walk, sit, stand
- Occasionally required to lift and/or move up to 25 pounds
- Normal audio and visual acuity

Typical Environmental Conditions

The worker is frequently subject to inside environmental conditions which provide protection from weather conditions but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.

Travel Requirements

Local and/or national travel is occasionally required to attend work related meetings and/or training.

Disclaimer

Must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

DRUG FREE WORKPLACE:

The successful candidate will be required to have a urinalysis for drug and alcohol screening in accordance with the Tribe’ Drug Free Workplace policy.

This is an accurate description of the essential functions of my position.

Employee _____ *Date* _____

Approvals:

Direct Supervisor/Manager _____ *Date* _____

Management (next level) _____ *Date* _____

