



## Tolowa Dee-ni' Nation/Lucky 7 Casino Enterprises Position Description

**Title:** Security Officer

**Department:** (32) Security

**Class:** Skilled

**FLSA:** Non-Exempt

**Status:** Full Time/Part Time

**Pay Grade:** III

**Supervisor:** Security Manager

**Subordinates:** None

**Effective Date:** June 2014

### **Position Summary:**

Conduct the operations of the Security Department; maintain order and enforce safety and procedural rules. Handle all emergency situations in accordance with Casino Policies and Procedures, and interact with other Casino Departments.

### **Essential Duties and Responsibilities:**

- Represent Casino in a professional yet cordial manner.
- Assist customers with requests; drinks, escort them to their vehicles, etc.
- Be involved as a team member in machine and table drops, assist with bank deposits, assist in armored vehicle pick-ups, fill/credit and opener/closure on "21" tables.
- Conduct head counts every hour.
- When needed, refill CSR station with ice, soda, or co2.
- Check in deliveries to Casino such as janitorial supplies, or soda.
- Security of cash funds transferred on the floor including Casino assets within the Blackjack, Customer Service, Fuel Mart, and Lounge or Restaurant.
- Responsible for issuing visitor badges to Casino vendors as needed.
- Validate jackpots.
- Assist in maintaining an orderly and clean Casino.
- Document all incidents and perform CPR/1st Aid as required.
- Perform tip counting.
- Assist with keying over machines when necessary.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

### **Minimum Qualifications:**

- Must have high school diploma or equivalent (GED); equivalent combination of education training and/or experience preferred.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified Indian Preference applies.

### **Language Skills:**

Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Have the ability to write routine reports and correspondence. Speak effectively before groups of customers or employees of an organization.

**Mathematical Skills:**

Be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Have the ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Certificates, Licenses, Registrations:**

- Must be able to pass extensive background investigation for the issuance, and retention, of gaming license.
- Must possess and maintain a valid, state-issued driver's license and be eligible for Tribal vehicle insurance.
- Must be able to obtain a CPR/1st aid certification.

**Physical Demands:**

While performing the duties of this job, the employee is frequently required to stand, walk, and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, The employee may occasionally be required to lift/or move up to 100 pounds.

**Vision Requirements:**

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

**Work Environment:**

While performing the duties of this job, the employee may be exposed to risk of electrical shock. The employee is frequently exposed to fumes or airborne particles such as cigarette smoke. The noise level in the work environment is usually moderate. Moderate noise (examples: business office with computers and printer, light traffic).

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_