Colville Tribal Gaming Commission

P.O. Box 1647 ● 729 Jackson Street ● Omak, Washington 98841
Office: (509) 422-7716 ● Fax: (509) 422-7719 ● Email: dannise.davisson@colvilletribes.com

POSITION: Observer (1 Vacancy)

SALARY: DOE; $14.74-$15.79 per hour

REPORTS TO: Observer Senior and Surveillance Field Supervisor

LOCATION: 12 Tribes Resort Casino (12TRC)

BASIC FUNCTIONS: Non-exempt. Under the general supervision of the Surveillance Observer Senior and the Surveillance Field Supervisor, an Observer shall cooperate with, yet perform independently of all other departments and shall directly report to the Gaming Director of the Colville Tribal Gaming Commission (CTGC) regarding matters of policy and purpose. The Observer is responsible for protecting the Tribes' gaming assets, reputation and standards. The Observer enforces all regulatory, departmental, and internal control standards in an ethical manner. The Observer writes comprehensive reports and logs, with the ability to conduct investigations. The Observer maintains the integrity of the casino using clandestine surveillance operations, and performs other duties as assigned by the Surveillance Field Supervisor or Gaming Director.

The Observer will operate cameras in the monitor room and utilize computers for routine paperwork. The Observer is to be fully knowledgeable of both Federal and Tribal Internal Control Standards, CTGC approved procedures and policies. The Observer must also be familiar with all rules and procedures to all games in the Casinos including but not limited to the table-games of Craps, Roulette, and Blackjack, etc. The Observer must have experience or aptitude for installing, maintaining, and using electronic surveillance equipment.

MINIMUM QUALIFICATIONS:

Education and Training:

- ❒ High School diploma or GED; AND
- ❒ 24 months satisfactory formal training or on-the-job work experience in any of the following areas: casino operations, casino cage, casino surveillance, casino security, or table game protections.
- ❒ Must possess and maintain valid driver's license and be eligible to the Tribe's vehicle insurance.
- ❒ Must be qualified and suitable for a tribal gaming license under Tribal, State, and Federal requirements. ***Tribal gaming license applications must be completed and submitted with CCT job application to be considered***.

Knowledge, Skills, and Abilities:

- ❒ Knowledgeable in all table-games.
- ❒ Knowledge and understanding of Class II and Class III games (CTGC approved and in operation).
- ❒ Strong mathematic/accounting skills for computing table-game payoffs.
- ❒ Must have efficient written and verbal communication and reporting skills.
- ❒ Ability to handle and maintain confidential information.
- ❒ Ability to work well with people, in a team environment, and to communicate effectively in both written & oral formats.
- ❒ Demonstrative motivation and ability to work independently for long periods of time and maintain a high level of concentration.
- ❒ Ability to work a flexible schedule including extended hours, weekends, and holidays.
- ❒ Ability to read, interpret, and apply appropriate gaming rules, regulations, policies and procedures as well as related tribal, federal and state compact requirements.
- ❒ Observation and investigating skills.
- ❒ Understand, install, and maintain surveillance equipment.
- ❒ Ability to learn and adapt to the ongoing changes of the organization.
- ❒ Ability to meet deadlines.
- ❒ Incumbent must be able to function indoors engaged in work of primarily a sedentary nature and sometimes solitary nature.
- ❒ Requires sufficient ambulatory ability to move about office environs and locations.

- ❒ Requires the ability to sit for extended periods of time and be highly concentrated.
- ❒ Requires sufficient arm, hand, and finger dexterity in order to use a personal computer keyboard, surveillance equipment, and other office equipment.
- ❒ Requires visual acuity to read printed materials and computer screens, and a high level of observatory skills.
- ❒ Requires hearing and speaking skills to communicate in one-on-one and group settings.
- ❒ Must be able to travel as required. Travel to multiple casino sites is required.
- ❒ Must be able to tolerate frequent exposure to tobacco smoke.

NOTE: Pursuant to CBC Resolution 2013-333, "Employees are subject to post-accident and reasonable suspicion drug testing;" and pursuant to the Commission Personnel Addendum, Commission employees are subject to pre-employment /pre-appointment and random drug & alcohol testing.

TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY

PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE EQUALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.

Please make sure your e-mail address is entered on your application.

CLOSING DATE: Tuesday, May 29, 2018; 4:00 p.m.

MAIL YOUR APPLICATION TO:
Colville Tribal Gaming Commission
Physical Address: 729 Jackson Street
Mailing Address: PO Box 1647
Omak, WA 98841
(509) 422-7716
dannise.davisson@colvilletribes.com

Must possess and maintain a valid Washington State driver's license and be eligible for the Tribes' Vehicle Insurance.
In addition, this position may be subject to pre-employment background clearances.
If applicable, these clearances must be maintained throughout employment.