



Habematolel Pomo of Upper Lake Tribal Gaming Commission

635 E State Hwy 20, PO Box 97

Upper Lake, CA 95485

(707) 262-5464

<https://www.upperlakepomo.com/careers/>

POSITION DESCRIPTION

Surveillance Agent

RATE OF PAY: Hourly, DOE

STATUS: Full Time/Part Time, DOE

REPORTS TO: Executive Director, Surveillance Manager/Supervisor

CLOSING DATE: N/A

HISTORY

The Habematolel Pomo of Upper Lake (HPUL) is a self-governing nation and as such has established tribally-managed governmental units to enhance and support programs and services on the reservation. The HPUL Tribal Gaming Commission (TGC) is the governmental unit that was created by tribal ordinance as the primary regulator of gaming within the tribe's jurisdiction, including the Running Creek Casino (RCC). The TGC, which includes the surveillance department, is responsible for maintaining legal and regulatory compliance, ensuring a high level of integrity, and safeguarding tribal and casino assets.

SUMMARY

Under the Supervision of the Surveillance Supervisor, the Surveillance Agent will be responsible for maintaining close, continuous surveillance of all gaming areas and the entire property to protect life, assets and the tribe.

OBJECTIVE

To monitor all areas of the Running Creek Casino property at all times by identifying and reporting potential security and/or safety risks, any criminal activity, and casino staff violations of Running Creek policy & procedures.

REQUIREMENTS

- High School diploma or GED; minimum 21 years of age.
- Accurately read, comprehend, and interpret documents such as safety rules, operating and maintenance instruction, and procedure manuals; write reports and correspondence with professional level proficiency.
- Surveillance employees are required to work all shifts, plus weekends, holidays, and overtime as needed.
- Adhere to Surveillance, Tribal & TGC Personnel Policies (which includes tribal hiring preference), sign a confidentiality agreement, and consent to the jurisdiction of the Habematolel Pomo of Upper Lake.
- Pass a drug screen, undergo a background investigation and maintain ongoing suitability.



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ADDITIONAL PREFERRED QUALIFICATIONS

- Previous experience in Surveillance or Law Enforcement.
- Previous additional casino industry experience outside of Surveillance.
- Knowledge of and familiarity with Native American culture, customs, and language.

GENERAL RESPONSIBILITIES AND SPECIFIC DUTIES

- Utilize necessary equipment to identify, record, document and report illegal, suspicious or unusual activities occurring on the property.
- Maintain a working knowledge of all policies, procedures and regulations of RCC and the TGC while monitoring strict adherence throughout the property; maintain or augment that knowledge through review and self-study.
- Protect tribal assets and ensure gaming integrity through the consistent, thorough monitoring of all activities on the property, particularly on the casino floor.
- Support other Team Members, Supervisors and Executives within RCC regarding the protection of assets in their respective departments.
- Coordinate with the Security Department when Surveillance discovers a matter which needs further investigation or attention; communicate effectively with Security, Maintenance & Operations as needed.
- Demonstrate a professional degree of report writing ability that would withstand legal scrutiny.
- Maintain a consistent, regular attendance record as outlined in the HPUL Surveillance Policies & Procedures.
- Maintain strict confidentiality in compliance with tribal, federal, and state laws and procedures.
- Attend training and certification as required or directed.
- All other related duties assigned.

An applicant's education, training & experience must be sufficient to demonstrate that the applicant possesses the ability to accomplish each of the essential duties & responsibilities outlined herein or that are otherwise assigned.