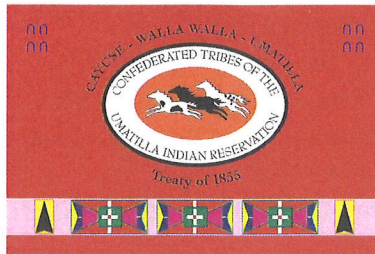


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060**



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Surveillance Operator

SALARY: Pay Range: 5
\$16.50 - \$21.00 per hour DOE/DOQ

DEPARTMENT: CTUIR Gaming Commission/Surveillance

LOCATION: Wildhorse Resort and Casino
46510 Wildhorse Blvd.
Pendleton OR. 97801

EMPLOYMENT STATUS: Full Time with benefits package
Background check required
Non-Exempt

SUPERVISED BY: Surveillance Shift Supervisor & Director

OPENING DATE: November 26, 2024

CLOSING DATE: Open until filled with review December 6, 2024

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855; to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES

Utilizing the CCTV system and surveillance techniques, the operator is responsible for ensuring the integrity of the casino, protection of company assets, and the adherence to internal controls.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Maintains surveillance on assigned areas and/or activities.
2. Records any irregular activities, as required.
3. Reports any irregular activities to the proper authority.
4. Observes all Casino Policy and Procedures and uses prescribed surveillance techniques.
5. Maintains confidentiality and non-disclosure regulations at all times.
6. Must be able to work overtime as needed.
7. Must be available to work all shifts, weekends and holidays, as required.
8. Able to obtain Gaming License.
9. Perform other duties as assigned.

SUPERVISORY AUTHORITY:

N/A

SIGNATORY AUTHORITY:

N/A

ACCESS TO SENSITIVE AREAS:

1. Surveillance Room

“Notice to Applicants: Please be advised that all Gaming Commission employees are prohibited from consuming alcohol at any entity of Wildhorse Resort & Casino and from gambling at Wildhorse Resort & Casino.”

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. High School Diploma or GED is required.
2. Able to read, comprehend and apply procedural manuals, Minimum Internal Controls, and learn all casino games.
3. Demonstrate knowledge of math as it pertains to the casino games and cash handling areas of the casino.
4. Possess good communication skills, both oral and written.
5. One to two years of high security gaming experience and/or Military or Law Enforcement experience is preferred.
6. High security gaming experience in cash handling positions and table games is preferred.
7. A valid driver’s license is not required but preferred. Individuals must have reliable transportation to and from work.
8. Demonstrate the ability to write reports that are factual and non-opinionated utilizing prescribed surveillance techniques.
9. Must have a demonstrated ability to work well with diverse groups of people in a confined area.
10. Must be willing to attend and participate in training seminars and willing to travel if necessary.
11. Must have a demonstrated ability to work with computers, preferred to be able to type **30** wpm, and working knowledge of MS Word, Excel and Outlook.
12. ~~A typing test will be administered following the interview appointment.~~

PHYSICAL DEMANDS:

1. Must be able to sit for long periods at a computer using a keyboard, mouse and viewing a monitor wall.
2. Must have correctable vision to 20/20 with normal depth perception and color vision.
3. Must meet standards for normal hearing or correctable to meet the standards as medically described.

Pursuant to Tribal Worker’s Benefit Code, Section 4.02.A. “All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker’s ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code.”

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employees hiring, promotion, and transfer decisions.
2. Veteran’s Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant’s qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a “Drug Free Workplace Policy” and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until 4:00 P.M., on the posted closing date as found on Page 1 of this announcement or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE “REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL” BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR’s Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran’s preference: Must provide proof of honorable service and discharge or completed Form DD214.

APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Onboarding
46411 Timine Way
Pendleton, OR. 97801
Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, application package must be postmarked by the closing date.



Approved: Patricia Farrow, Sr. Staffing & Recruitment Specialist



Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date

