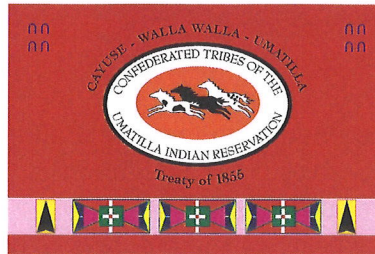


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060**



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Surveillance Operator/Dual Lead

SALARY: Range 6
\$18.48-\$27.58 per hour DOE/DOQ
Additional \$3.00 an hour when in Dual role

DEPARTMENT: Tribal Gaming Commission/Surveillance Department

LOCATION: Position located at Wildhorse Resort and Casino 72777 HYW. 331
Pendleton, Oregon 97801

EMPLOYMENT STATUS: Full Time with benefits package
Non-Exempt

SUPERVISED BY: Surveillance Supervisor/Surveillance Director

OPENING DATE: December 20, 2024

CLOSING DATE: January 3, 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 surveillance CCTV system and surveillance techniques The Operator is responsible for the integrity of the casino operations, safety of the patrons and employees, the protection of Casino assets and adherence to regulations and internal controls. In the role of Dual Lead will be responsible for supervising the overall operations of the assigned shift. The role of Dual Lead position would encompass no more than 45 % of the individual's average job duties.

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. Regulates Casino Policies and Procedures, Minimum Internal Controls by using CCTV observation, documentation and reporting the findings to the proper authorities.
5. Maintains confidentiality and non-disclosure regulations at all times.
6. Must be able to work overtime as needed.
7. Must be able to work all shifts, weekends and holidays as required.
8. Assists the Supervisor or Director when in the Dual Lead position in document filing, distribution and assigning job assignments for the staff on the assigned shift.
9. Responsible for the shift activities when working in the role of Dual Lead
10. Other duties as assigned by the Shift Supervisor or Director when in the role of Dual Lead

SUPERVISORY AUTHORITY:

Will be the acting supervisor of the assigned shift in the absence of the Supervisor of the shift

SIGNATORY AUTHORITY:

None unless authorized by the Director or Tribal Gaming Inspector.

ACCESS TO SENSITIVE AREAS:

Surveillance Monitor room located at Wildhorse Resort and Casino. WRC sensitive areas with security escort when in the role of Supervisor as needed in emergency situations. Gaming Commission Office located at the CTUIR Governance Center.

“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 and 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 equivalent. Some college preferred.
2. Must be able to obtain a High Security Gaming license and maintain the license.
3. Must have one year of Surveillance experience at Wild Horse Resort and Casino and or equivalent experience in a managerial role in a related field such as Military or Law enforcement.
4. Able to read, comprehend and apply procedural manuals, minimum internal controls and knowledge of all games offered at WRC.
5. Must have the ability to handle difficult situations on the phone in a professional and courteous manner.
6. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
7. Must practice strict confidentiality
8. Must possess good computer skills. Knowledge of Microsoft applications is required.
9. Considerable knowledge of general office practices and procedures. Individual must be highly organized and have good filing skills.
10. Must have strong skills in report writing and documentation.
11. Must have a valid state driver’s license, reliable transportation, and meet Tribal insurance requirements.

11. Ability to work in a stressful fast-paced environment.
12. Possess good multitasking skills.
13. Must have Leadership and Coaching Qualities or acquire them at a satisfactory level by the completion of the probationary period.
14. Willing to travel to training, seminars, conferences and symposiums.
15. Other duties as assigned by the Surveillance Shift Supervisor or the Surveillance Director when in a Supervisory role.

PHYSICAL DEMANDS:

1. Ability to stand and walk around for long periods of time.
2. Ability to sit for long periods of time observing numerous monitors and operating a keyboard, answering phones and two-way radios.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to lift up to 50 pounds. This would consist of records retention containers or surveillance components.

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 employee 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. Applicant's 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 at 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.

NOTE: Existing CTUIR employees who apply for internal positions only need to submit a letter of interest with qualifications, it’s the employee’s discretion.

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.

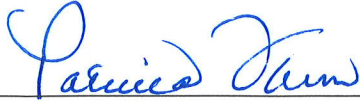
APPLICANT RESPONSIBILITY

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.

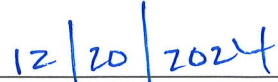
OBTAIN AND SUBMIT APPLICATION TO:

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 post marked by the closing date.



Approved: Patricia Farrow, Staffing & Recruitment Specialist,
Office of Human Resources



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

