

Position: **Surveillance Technician**
Department: Gaming Commission
Supervisor: Surveillance Manager
Supervises: No One
FLSA Status: Non-Exempt

Position Summary:

The Surveillance Technician is responsible for maintaining operational functions of all Surveillance equipment. The Surveillance Technician is also responsible for protection of casino assets by means of clandestine surveillance of all casino operations as well as detecting and reporting any methods of cheating, theft, embezzlement, or other illegal activities throughout the casino.

Duties and Responsibilities:

- Maintains operational functions of all Surveillance equipment: Servers, Switches, Encoders, Cameras, Workstations, and any other hardware and/or software used in the operation of the Surveillance system.
- Performs maintenance, repair, installation, modification, and upgrading of all Surveillance equipment.
- Ensures proper functioning of all surveillance equipment, inspects and troubleshoots system components, and notifies the Surveillance Manager of any issues;
- Works closely with the Surveillance Manager, keeping the Surveillance Manager advised of all pertinent information regarding the functionality of the surveillance system and its components.
- Maintains the Surveillance Malfunction Log(s) and Surveillance Equipment Database, keeping it current and accurate.
- In addition to Surveillance Technician roles, performs the duties of a Surveillance Observer when necessary (relieving staff on breaks or when filling in during an observer's absence).
- Prepares and submits monthly equipment status reports to the Surveillance Manager.
- Other duties as assigned by the Surveillance Manager.

Knowledge, Skills, and Abilities: The Requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Strong verbal and written communications skills.
- Must maintain a professional appearance.
- Knowledge of methods of cheating games and other related activities.
- Broad knowledge of games and casino rules, procedures and administration.

- Familiarity with analog and IP camera equipment, as well as methods of installation, operation, and maintenance of each.
- Ability to perform assigned duties in highly interruptive conditions and constant time pressures.
- Must be able to handle a fast-paced environment.
- Proficient in Microsoft Excel and/or Microsoft Access.
- Must be able to operate a scissor lift.

Education and Experience:

- High school diploma or GED required; bi-cultural experience preferred; Native American preference.
- Prior experience in casino surveillance.
- Prior experience in CCTV cable and camera installation.

Standards of Performance:

- Overall knowledge and compliance with the Sac and Fox gaming facilities’ policies and procedures, the Sac and Fox Nation’s gaming laws, Minimum Internal Control Standards, and Tribal Internal Control Standards.

Working Environment and Conditions:

- Must be able to work various shifts, weekends, and holidays.
- Standing for extended periods of time may be required.
- Exposure to smoke filled, noisy environment.
- Willing to be on-call and available to respond to equipment malfunctions in need of emergency repair.
- Must be willing and able to work in high, dusty areas, working from lifts and/or ladders.

Requirements

- Must be able to obtain a gaming license from the Tribal Gaming Commission.
- Extensive background investigation and pre-employment drug screen required.

Employee’s Signature

Date

Supervisor’s Signature

Date