

## **CHAPTER TWO**

### **RECRUITMENT**

#### **2. IN-HOUSE RECRUITING**

The Human Resources Department shall post all job vacancies on designated Sac and Fox Nation bulletin boards for not less than three (3) working days as part of its "promotion from within" policy. These notices of job vacancies are primarily for Sac and Fox Nation employees to be aware of them first. The Director and/or Business Committee may request Human Resources to recruit both in-house and outside, concurrently, if justified.

Human Resources are taking In-House applications for the following position the Surveillance Observer (SHAWNEE). All applications must be received by Human Resources before the close of business October 26, 2020.

**Surveillance Observer (SHAWNEE) #2020-32** This position is responsible for protection of casino assets. Abides by all Casino policies and procedures and internal controls. Ensures compliance with the system of internal controls. Records any irregular activity. Notes any equipment in need of repair and passes on information to supervisor. Meets the attendance requirements of the job. And other duties as assigned. Must have strong verbal and written communication skills. Must maintain a professional appearance. Must be able to handle a fast paced environment. Knowledge of methods of cheating games and other related activities. Possesses knowledge of clandestine surveillance operations. Must be able to work various shifts, weekends, and holidays. Will stand for extended periods of time. Must have high school diploma or GED.