

SENECA-CAYUGA NATION

VACANCY ANNOUNCEMENT

The Seneca-Cayuga Nation is accepting applications for the below position.

In compliance with the Seneca Cayuga Nation, Tribal Government Office Employees Personnel Policy, applicants will be solicited from within the Nation, with consideration being given to upgrading the existing staff according to the Nation's Career Development Program. Applications will be received from prospective employees concurrently. Current employees must express their interest in transferring to the position within 10 working days by submitting a complete application and resume reflecting the ability to perform each of the below listed specific areas of responsibility, qualifications, and requirements, as well as the physical requirements for this position. To qualify for this position prospective applicants must submit a complete application for employment which addresses the applicant's ability to perform each of the below listed specific areas of responsibility, qualifications, and requirements, as well as the physical requirements for this position. Applications are available at 23701 South 655 Road, Grove, OK 74344 and online at www.sctribe.com. Resumes with completed applications may be submitted to Human Resources or online to clewis@sctribe.com.

Posted 11/18/2024. Position Closes Until Filled.

Position Title: Surveillance Operator

Department: Gaming Commission

Immediate Supervisor: Surveillance Supervisor

Position Supervised: None

General Statement of the Responsibility:

The Surveillance Operator protects company assets and possesses knowledge of clandestine surveillance operations. The Seneca Cayuga Nation is accepting applications for a Surveillance Operator. This position will report directly to the Surveillance Manager. The Surveillance Operator will protect the assets of Grand Lake Casino and will possess knowledge of clandestine surveillance operations. Ability to operate surveillance equipment including but not limited to DVD's, monitors, switches, computers, controllers, and cameras as assigned. Will provide personal observation of all departments to assure that all company policies and procedures are met with compliance, adheres to attendance guidelines, regulatory departmental and company policies. Requirements will include High School Diploma or equivalent, excellent interpersonal and communication skills, familiarity with camera equipment and methods of operations and recording, ability to operate a personal computer with the Windows operating system and basic knowledge of Microsoft Word and Excel. Must be able to obtain a gaming license.

Specific Areas of Responsibility:

1. Functions and Responsibilities:
 - a. Maintains surveillance on designated areas and activities.
 - b. Records any irregular gaming activity.
 - c. Operates all surveillance equipment including but not limited to DVD's, monitors, switches, computers, controllers, and cameras as assigned.
 - d. Provides Closed Circuit Television and personal observations of all departments.
And applicable job functions to assure that all company policies and procedures are met with compliance.
 - e. Notes the attendance guidelines of the job and adheres to regulatory department.
 - f. And company policies, including those regarding confidentiality.
2. Authority and Supervisory Capacity:
 - a. Possesses the authority needed to accomplish 1 (a)-(f) above.
3. Access to Sensitive Areas:
 - a. None
4. Signature Authority:
 - a. None

Qualifications and Requirements:

- a. High school diploma or GED required.
- b. Broad knowledge of games and casino rules, procedures, and administration
- c. Excellent interpersonal and communication skills.
- d. Familiarity with camera equipment and methods of operations and recording.
- e. Professional appearance
- f. Knowledge of and identification of methods of cheating games and other related activities.
- g. Indian preference
- h. Must be able to obtain gaming license.

Tribal/Indian preference will be observed in the filling of this position.