



Job Title: Security Officer
Department: Security
Reports To: Shift Supervisor
STATUS (Non-Exempt)

Summary:

Provide superior customer service to the guests and employees of the Cahuilla Casino. The Security Officer may be the first point of contact that a guest has with the Casino or the one that the guest goes to for information or with a concern.

Essential Duties and Responsibilities:

- 1) Provide protection against loss of guest and Casino property and assets.
- 2) Assist in the transfer of cash, chips, and gaming tokens on Casino property.
- 3) Patrol, on a scheduled basis, the buildings and grounds of the Casino.
- 4) Warn violators of rule infractions such as loitering, or disruptive conduct, apprehend or expel persons engaging in suspicious or criminal conduct.
- 5) Provide escorts for certain transactions.
- 6) Watch for, and report irregularities, such as unlocked or open doors and safety hazards.
- 7) Prepare various types of reports on incidents which may occur including violations of rules, accidents, or unusual occurrences as deemed appropriate.
- 8) Escort certain employees or service personnel into critical areas as deemed necessary by Casino regulations.
- 9) May interact with and help to direct emergency response personnel on Casino Property.
- 10) May be required to perform basic first-aid functions (if so qualified).

May be required to perform additional duties not outlined here, but are assigned by the Shift Supervisor for which the Officer is qualified and is deemed appropriate and necessary.

- 11) Assist with cash operations with deposits, ATM fills and armored car transport.
- 12) Log and tag lost and found items,
- 13) Issue and log keys assigned to Casino employees.
- 14) Issue visitor badges.
- 15) Perform hourly guest head count.

Supervisory Responsibilities: None

Qualifications:

To perform this job successfully, the applicant should have working experience as a Security or Law Enforcement Officer. The applicant must possess a valid Guard Card issued by the State of California. The applicant must be able to perform each essential duty satisfactorily. The additional requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education/Experience:

High School diploma or GED equivalent. Three months, or more, related experience and / or training or an equivalent combination of education and experience.

Language Skills:

Must be able to read and write English, understand documents such as safety rules, instructions and procedure manuals. Must be able to prepare and write routine reports and correspondence. Must have the ability to communicate effectively with individuals or groups.

Mathematical Skills:

Ability to add, subtract, multiply and divide multi-digit numbers using all denominations of U.S. Currency. Ability to calculate time in standard and military formats.

Reasoning Ability:

Able to apply common sense understanding and to carry out instructions furnished in written, oral or diagram form.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Officers are required to hear and speak while communicating with employees and customers.

Officers are required to regularly walk, stand and use hands and arms while patrolling, securing and assisting in securing property, cash transfers, payouts, etc.

Officers must occasionally lift up to 50 pounds while transferring cash.

Specific vision requirements include distance vision, ability to adjust and focus and peripheral vision.

Other physical requirements are necessary to perform in this position (see Physical Description).

Working Environment:

The work environment described here is representative of those which an employee may encounter while performing the essential functions of this position. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions.

Occasional exposure to outside weather conditions.

Daily exposure to a smoking environment.

Daily exposure to a moderately high noise level.

Working alone.

See Physical Job Description for other working conditions

Certificates, Licenses, Registration:

California State Driver License, Cahuilla Tribal Gaming Agency License, California Department of Consumer Affairs, Bureau of Security and Investigative Services Guard Registration Card.

Note:

This description incorporates the most typical duties performed. It is recognized that other duties, not specifically mentioned, may also be performed. The inclusion of these duties does not alter the overall description of this position.

I understand that this position requires me to be able to complete a 90 day introductory period in consecutive work days as scheduled.

Legal Notice:

Federal Law requires that all applicants be considered without regard to race, religion, color, sex, age or national origin. The Cahuilla Band of Indian Tribe is an Equal Opportunity Employer, subject to provisions of P.L. 93-638 Indian Preference Act.