

# SANTA ROSA RANCHERIA TACHI YOKUT TRIBE

## Human Resource Department

### Job Requisition Form

**Department:** Gaming Commission Surveillance

**Position to be Filled:** Supervisor

**Required Qualifications/Essential Duties:**

- Must have High School Diploma or General Education Degree (GED) plus three years experience in related field;
- Valid California Driver license
- Must be insurable through the company insurance carrier and maintain throughout employment
- Must be able to obtain a California Gaming License and maintain throughout employment
- Responsible for the operation of the Surveillance department and all management related issues as directed by the Assistant Director
- Responsible for coordinating surveillance efforts to protect the Santa Rosa Rancheria Tachi-Yokut Tribe's assets and to maintain the integrity of all gaming activities
- Accountability for all Surveillance policies and procedure as it applies to the Tribal/State Compact, National Indian Gaming Commission (NIGC), Tribal Gaming Regulations, and Company Internal Controls {hereinafter: Rules and Regulations}
- Protect the assets of the Santa Rosa Rancheria Tachi-Yokut Tribe and Tachi Palace Hotel & Casino;
- Maintaining the integrity of gaming as applicable to Rules and Regulations;
- Explain and enforce rules of the Surveillance Department with the approval of the Surveillance Assistant Director;
- Train Surveillance personnel in monitoring Live Gaming Devices, Electronic Gaming Devices, and Internal Control Procedures;
- Ensure compliance with applicable Rules and Regulations;
- Observe, evaluate, and report irregularities to appropriate department heads or the Gaming Commission;
- Provide accurate and professional reports to the Gaming Commission as required;
- Knowledge of all surveillance operations including but not limited to digital and analog stations, surveillance system setups and all technical requirements;
- Other duties as assigned;
- Drive company vehicle or personal vehicle to conduct business on behalf of the Surveillance department.

**Reports To:** Surveillance Operations Manger

**Starting Rate of Pay:** \$ 27.00 (Exempt)

**Approximate Hours:** 40+ hours per week

**The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.**

