



An Enterprise of the Iowla Tribe of Oklahoma

## Vacancy Announcement

**Position:** Security Captain 1

**Department:** Security

**Location:** Perkins, OK

**Issuing Date:** January 13, 2010

**Closing Date:** Until filled

**Mailing Address:**

P. O. Box 70  
Perkins, OK 74059

**Fax:** (405)547-5687

**Email:** [Jobs@cimarroncasino.com](mailto:Jobs@cimarroncasino.com)

**Phone:** (405)547-5352

**Website:** <http://www.cimarroncasino.com>

---

### Equal Employment Opportunity Statement

The Iowla Tribe of Oklahoma does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability status in employment. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

---

### SUMMARY:

Responsible for the efficient functioning of the casino's security operations in accordance with the established policies, procedures and controls.

### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- As second in command, acts as a backup to the Chief in his absence.
- Establishes and maintains an effective security force for the protection and safety of guests, employees, and facilities.
- Assists in implementing predetermined strategy for the protection of life and property.
- Routinely tours and inspects the property, identifying potential safety and security issues.
- Monitors all activities on property, to ensure that all applicable laws, rules, regulations and casino controls and regulations are enforced.
- Conducts or supervises all Security Department investigations.
- Assists the Chief in maintaining appropriate staffing levels by interviewing, selecting, training, scheduling, evaluating, promoting, disciplining, and terminating employees, as needed.
- Assists in developing departmental policies and procedures, suggesting improvements as needed.

- Insures that fire control systems and alarm systems on property are functioning.
- Organizes the Lost and Found Department.
- Ensures a maximum level of guest service and satisfaction throughout the property is achieved and maintained.
- Facilitates the flow of information throughout the property by organizing and presiding over regularly scheduled meetings with direct reports.
- Held accountable, to the highest degree, for the accuracy and thoroughness of departmental records and reports.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

***Promotes the following within the department and among all employees:***

- Creates an atmosphere of fun for all casino guests.
- Encourages mutual respect, dignity and integrity with all employees, by setting positive examples at all times.
- Instills an atmosphere that encourages employees to share ideas, discuss concerns and resolve conflicts.
- Retains employees through involvement in employees training and development.
- Explains why we do things, in advance of doing them.

**SUPERVISORY RESPONSIBILITIES:**

Second in command. Directly supervises Officers, Sergeants, Lieutenants in security department.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Four to six years related supervisory experience, or an equivalent combination of college and experience. High school diploma or GED required. Must have C.L.E.E.T. certification (security officer phase 1, 3, & 4) or in process of gaining certification.

**SPECIAL QUALIFICATIONS:**

Supervisory/managerial experience required. Gaming security experience preferred. Must possess excellent communication skills.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret the most complex of documents, such as technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from guests, regulatory agencies, or members of the business community. Ability to effectively present information to top management and public groups.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals, and work with mathematical concepts such as probability and statistical inference.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is also regularly required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools or controls. The employee is occasionally required to reach with hands and arms, and to sit, climb or balance, and stoop, kneel, crouch or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. When on the casino floor, the noise level increases to loud.

