



An Enterprise of the Iowla Tribe of Oklahoma

Vacancy Announcement

Position: Security Officer

Department: Security

Location: Perkins, OK

Issuing Date: January 27, 2010

Closing Date: Until Filled

Mailing Address:

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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 properly executing security duties on assigned shift, to adequately protect the life and property of guests, employees and the Enterprise's entire facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Generates necessary written reports regarding security-related incidents involving guests, employees and/or the facility.
- Escorts and observes guests and employees, to ensure their safety and protection; identifies potential safety hazards and report same to the appropriate individual, for proper resolution.
- Becomes familiar with hazardous materials used on property, and all applicable laws, rules and regulations governing same.
- Acts as a dispatcher during emergency situations, and coordinates solutions to same; informs outside agencies of any unusual or suspicious situations on property.
- Operates Enterprise vehicles as directed to do so.
- Maintains a working knowledge of the Enterprise's facilities, as well as special events on property, in order to advise guests and fellow employees of same, whenever possible.
- Ensures safe transportation of Enterprise moneys and gaming tokens; assists in the opening and closing of the gaming tables.
- Interacts with guests and employees in a positive, professional manner.

- 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 attending regularly scheduled departmental meetings.
- Maintains a series of keys, accessing locked areas as necessary.
- Accepts identification from all persons who appear to be under the age of twenty-one, to ensure compliance with state and federal gaming regulations.
- Creates an atmosphere of FUN for all Casino guests.
- Encourages mutual respect, dignity and integrity with all Associates, by setting positive examples at all times.

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.

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:

High school diploma or general education degree (GED) preferred.

SPECIAL QUALIFICATIONS:

Minimum of one (1) year experience in law enforcement or gaming security preferred. Excellent communication skills required.

LANGUAGE SKILLS:

Ability to read and comprehend documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to apply common sense reasoning to a variety of situations. Ability to apply common sense understanding to carry out instructions 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.

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.

The employee is regularly required to lift and/or move up to fifty pounds, and occasionally lift and/or move up to one hundred pounds.

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 employee is regularly exposed to outside weather conditions.

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

CONDITIONS OF EMPLOYMENT:

The Iowa Tribe of Oklahoma operates a drug-free workplace. The selected applicant must submit to and pass applicable drug test. Additionally, selected individual must be bondable and able to pass background check in order to obtain gaming license.