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JOB ANNOUNCEMENT
Two (2) Vacancies
Part-Time Surveillance Officer (On-call basis)

Position: Part-Time Surveillance Officer (On-call basis) **Posting Date:** March 7, 2018
Location: LCO Casino/Grindstone Creek Casino **Closing Date:** March 21, 2018

Pick up Application at: LCO Gaming Commission Office

Qualifications:

- Candidate must have a high school diploma or equivalent.
- Shall have demonstrated a proven work and attendance record in previous positions.
- Shall be capable of performing all job duties and responsibilities.
- Candidate must be honest, trustworthy and of good integrity.
- Must not have been convicted of theft in the past five (5) years, or a felony within the past ten (10) years.
- Must be twenty-one years of age or older.
- Must be able to pass a background check. Preliminary background check will be performed upon receipt of employment application.
- Must be approved for and maintain a valid gaming license.
- Must be able to pass pre-employment drug screen and any random drug screens thereafter.
- Preference given to qualified LCO Tribal Members and other Native American applicants.

Duties and Responsibilities:

- Shall maintain strict confidentiality at all times.
- Shall operate and monitor video observation equipment.
- Shall participate in and successfully complete all training required for the position of Surveillance Officer.
- Shall report immediately, in writing, all gaming irregularities noted during working hours to the Director of Surveillance.
- Shall report immediately, in writing, all video equipment malfunctions noted during working hours to the Director of Surveillance.
- Shall assist in any internal or external investigations as specifically requested by the Gaming Commission.
- Shall monitor and maintain written records of dealer and customer activity on table games and slot machines.
- Shall learn all policies and procedures for each department including internal controls.
- Shall perform any other duties as assigned.

Expectations:

- Must be able to work in a friendly and pleasant relationship with co-workers.
- Must be able to respond to constructive criticism in an open fashion.
- Must be able to interact with other departments within the Tribe in a spirit of compromise.
- Must be able to maintain an atmosphere of trust, fairness, and respect and be mutually supportive of co-workers. Be a team player.
- Must recognize, accept, and properly access channels of authority and supervision.
- Must have a telephone.
- Must be able to work any shift.
- Must be familiar with computers and Microsoft Office Products.

Application Procedure:

Submit a complete **LCO Gaming Commission Employment** Application, and **Tribal member applicants must provide a signed official document, or Tribal ID Card, from a federally recognized tribe acknowledging enrollment**, to one of the following locations:

**Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department
13394 W Trepania Road
Hayward, WI 54843**

**Lac Courte Oreilles Gaming Commission
9792 N County Road K
Hayward, WI 54843**