

PARAGON CASINO RESORT

Job Description

ASSISTANT LOCKSMITH

Department:	Security	Reports to:	Lead Locksmith
Job Code:	SLS01	License:	Gaming
Position Code:	SLS001	Costing:	700 7000 7011
Pay Grade:	N5	Date:	08/1/14
EEO-1 Code:	6		

SUMMARY:

Responsible for maintaining security access to sensitive areas of the property, keying locks, unlocking doors and/or file cabinets for authorized associates, and ensuring the protection of property at Paragon Casino Resort

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Generates necessary written reports regarding key requests, lock changes, etc.
- Provides locksmith services to the entire property, changing locks, issuing keys, and unlocking locked areas, as authorized.
- Maintains accurate, thorough records of key inventory and key requests.
- Maintains a working knowledge of Paragon Casino Resort's facilities, as well as special events on property, in order to advise guests and fellow Associates of same, whenever possible.
- Facilitates the flow of information throughout the department, by attending regularly scheduled departmental meetings.

Paragon Casino Resort requires all Associates to consistently:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Exceed Guests expectations with quality and friendly service.
- Treat all Associates and Guests with respect, dignity, integrity and sensitivity.
- Provide a safe working environment by complying with safety rules and reporting potential hazards.
- Comply with company performance standards and departmental policy and practices.
- Demonstrate pride and professionalism for the property, its goals and the Associate Pledge.
- Support training and development for all Associates.
- Communicate and share ideas, concerns and explain "Why" behind decisions.
- Maintain a consistent, regular attendance record.

REQUISITE QUALIFICATIONS:

The requisite qualifications 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) required. Minimum of three (3) years experience in locksmith technology or related area required.

Qualifications: Must be familiar with low voltage electricity and automotive locking systems.

Must apply for, be granted and retain a valid Tribal Gaming License and State Gaming Certification during their employment with Paragon Casino Resort. Must have understanding of and abide by all regulations as stated in the Tribal-State Compact.

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 commonsense reasoning to a variety of situations. Ability to apply commonsense understanding to carry out instructions in written, oral or diagram form.

Physical Demands: The physical demands described here are representatives of those that must be met by an Associate 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 Associate is regularly required to talk or hear. The Associate is regularly required to stand; walk; sit; and use hands to finger, handle or feel objects, tools or controls. The Associate is occasionally required to reach with the hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl.

The Associate is regularly required to lift and/or move up to twenty-five (25) 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 Associate 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 Associate is may be 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. The casino environment is usually smoky.