

PARAGON CASINO RESORT

Job Description

SURVEILLANCE OPERATOR

Department:	Surveillance	Reports to:	Lead Surveillance Operator
Job Code:	OP01	License:	Gaming
Position Code:	OP001	Costing:	700 7000 7012
Pay Grade:	N6	Date:	10/2/19
EEO-1 Code:	3		

SUMMARY:

Responsible for maintaining close, continuous surveillance of all gaming areas and the entire property, in order to protect life and property at a Paragon Casino Resort property.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Monitors all areas of property at all times, identifying potential security and/or safety risks and reporting same to the appropriate individual or entity, for proper resolution.
- Utilizes necessary equipment, to identify, record, document and report illegal, suspicious or unusual activities occurring on property.
- Maintains a working knowledge of all rules and regulations of the Gaming Commission, and ensures strict adherence to same throughout the property.
- Protects company assets and gaming integrity, through the consistent, thorough monitoring of all activities on property, particularly on the gaming floor.
- Completes Daily Reports.
- Supports other Associates, Supervisors and Executives within the company, with regard to protection of assets in their respective departments.
- Maintains or augments skills through review and self-study.
- Coordinates, with the Security Department, when Surveillance discovers a matter which needs further investigation or attention.
- Facilitates the flow of information throughout the department, by attending regularly scheduled departmental meetings.
- Held accountable for the accuracy and thoroughness of departmental records and reports.
- Makes suggestions and recommendations, as appropriate, with regard to possible changes in the policies and procedures of other departments, with the protections of company assets in mind.
- Responsible for reviewing all Title 31 documentation in assigned area, monitors all cash movement and

- reports all suspicious activity to Title 31/Credit Department immediately.
- Performs other duties as assigned.

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.

Qualifications/Requirements: Knowledge of, and experience with, closed circuit television equipment preferred. Must possess excellent observational and communication skills. Ability to detect any schemes or cheating activity aimed at the company or its’ guests preferred. Must have good hand-eye coordination. Knowledge of table games (ex. Craps, Blackjack, Let It Ride, 3 Card Poker, etc.) preferred. Must possess excellent computer and typing skills. Must attend Title 31 Training Class and receive a passing score on the testing every six months.

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

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must have proficient basic math skills.

Reasoning Ability: Ability to apply commonsense reasoning to a variety of problems involving several concrete and abstract variables.

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.

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 noise level in the work environment is usually moderate.