

## PERSONNEL



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### \*\*\*VACANCY ANNOUNCEMENT \*\*\*

**POSITION:** Surveillance Manager  
**LOCATION:** Clinton, OK  
**REPORTS TO:** Compliance Director  
**DEPARTMENT:** Gaming Commission  
**ISSUE DATE:** April 8, 2022 **CLOSING DATE:** Until Filled

The Surveillance Manager will be responsible for administering surveillance department policies, programs and practices: including planning organizing, developing, implementing, coordinating, and directing to all casinos.

#### Work Schedule

- Requires morning, afternoon and evenings, Monday through Sunday.
- Request to be scheduled off for a specific day requires advance notification and approval from Director.

#### Essential Duties and Responsibilities

- Monitors surveillance operations for all casinos.
- Prepares, recommends, and maintains records and procedures for controlling security data.
- Formulate policies and procedures for the Surveillance Department.
- Coordinate surveillance department training for all casinos.
- Provide support for all Surveillance Managers at each casino.
- Communicates with the Compliance Director and Senior Director on all surveillance issues and BIA if necessary.
- Must be courteous to all customers and co-workers.
- Other duties as assigned by the Directors or Commissioners.

#### Physical Job Requirements

- Sit and/or stand continuously and perform job functions for a full shift with a lunch break.
- Requires bending, twisting, reaching, climbing, stooping, crouching, kneeling, lifting and pulling.
- Move objects up to and exceeding 25lbs. with reasonable accommodations.

- Gaming floor environment with some office environment.

### **Qualification Standards**

- Must pass pre-employment drug test.
- Must have 5 years related experience and/or training; or equivalent combination of education and experience
- MS Office Tools experience; knowledge of computer systems and/or communication systems.
- Excellent verbal and written communication skills.
- Must qualify for a Cheyenne Arapaho Gaming License.

**SALARY:** Negotiable, depending on qualifications and experience.

**APPLICATION PROCEDURE:** Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

### **Personnel Department**

P.O. Box 167

Concho, OK 73022

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To view all our current vacancy announcements, please visit our website at:

[www.cheyenneandarapaho-nsn.gov](http://www.cheyenneandarapaho-nsn.gov)