

Job Announcement

1 Full Time/1 Part time updated 7-10-17

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| **Job Title:** | Security Officer | **Entity:** | Coulee Dam Casino |
| **Reports To:** | Security Manager | **Salary Grade 15:** | **$11.43-$13.72 DOE** |
| **FLSA Classification:** | Non-Exempt | **Closing Date:** | Open Until Filled |

**Summary:**

Responsible for the safety and protection of patrons, employees and casino property; promotes superior customer relations and a safe, friendly environment by preventing unsafe and illegal behavior.

**Essential Functions:**

* Will cover when needed and be available for all work shifts. Performs perimeter checks and internal checks of building(s); systematically checks effectiveness of locks while performing checks.
* Investigates and seeks resolutions to patron complaints and other customer service issues.
* Observes and reports incidents, procedure violations, safety hazard violations and criminal activities as they occur.
* Coordinates with appropriate law enforcement agencies concerning all criminal activity taking place on CTFC Gaming property, including investigations of criminal and civil violation incidents.
* Writes and distributes incident reports to appropriate departments.
* Restricts and prevents access to sensitive casino areas by unauthorized persons.
* Transports company property and assets.
* Removes unruly, belligerent and intoxicated persons from casino premises, as directed by casino management
* Helps to ensure compliance with all departmental, company, gaming, state and federal laws, policies, procedures and any other applicable rules and regulations; enforces all required safety codes.
* Maintains company, employee and patron information confidentiality.
* Performs assigned work duties in a customer service friendly and safe manner.
* Performs other duties and special projects as assigned.

**Knowledge, Skills, and Abilities (Minimum Qualifications):**

* High School Diploma or GED required.
* Previous law enforcement / security experience desired, preferably in a casino environment.
* Working knowledge of security systems and safety procedures preferred.
* Must be computer literate; proficiency in Windows based programs preferred.
* Must have excellent communication skills.
* Must obtain and maintain a Tribal Gaming License.
* Must obtain certification in both CPR and basic first aid.
* Must possess a current and valid Washington State Driver’s License.
* Must successfully complete required training; this includes completing formal basic security officer and casino security training within 90 days after hire.

**Physical Demands / Work Environment:**

* Manual and finger dexterity as required to perform daily job duties.
* Ability to frequently walk or stand for prolonged periods of time.
* Ability to occasionally sit for prolonged periods of time.
* Ability to occasionally bend, squat and reach.
* Frequently exposed to a high level of noise in the work environment.
* Ability to frequently lift and/or move up to 35 pounds.
* Frequently exposed to tobacco smoke.
* Frequently exposed to outside weather conditions, including variations in temperature and precipitation.
* Occasionally exposed to fumes or airborne particles.
* Occasionally exposed to toxic or caustic chemicals.
* May be exposed to belligerent, combative and/or intoxicated patrons.

These requirements need to be met to represent knowledge, skill and/or ability to perform job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

## DRUG TEST REQUIRED IN ACCORDANCE WITH CTFC POLICY

Submit applications to Human Resources: 12 Tribes Resort Casino 28968 HWY 97, Omak WA 98841 or email to [carlas@colvillecasinos.com](mailto:carlas@colvillecasinos.com) or [lauram@colvillecasinos.com](mailto:lauram@colvillecasinos.com)

Call 509-422-8577 or 509-422-8578 if you require more information.

Also find us at [www.colvillecasinos.com](http://www.colvillecasinos.com)

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