



**POSTED: May 19<sup>th</sup>, 2023**

**DEADLINE: Until Filled**

### **JOB DESCRIPTION**

**POSITION:** Security Guard  
**DEPARTMENT:** Security  
**SUPERVISOR:** Security Supervisor  
**LOCATION:** Resort  
**EMPLOYMENT:** Full Time  
**SALARY/PAY RATE:** \$11.00 - \$14.00/Hour (Non-Exempt) D.O.E  
**LICENSE STATUS:** Key-Employee

### **DESCRIPTION:**

Security personnel act to ensure the protection, safety, and wellbeing of the property, associates, and guests in a consistent manner. Security personnel will observe and monitor all procedures, safeguard all money transactions as assigned, provide customer service and employee assistance, ensure compliance with all established policies, and observe and report all unusual activity.

### **RESPONSIBILITIES:**

- Provide excellent guest service to guests, internal and external, through active guest engagement and positive attitude.
- Shall be required to read, implement, and adhere to all NWCR Policies and Procedures, LVD Gaming Ordinance, Tribal/State Gaming Compact, NIGC Minimum Internal Control Standards, Indian Gaming Regulatory Act, LVD Tribal Internal Control Standards, Title 31 Minimum Internal Control Standards, NWCR Casino Employee Handbook, Security Department Policy, and Procedure Manual.
- Performs services to the public at large while performing general security duties.
- Patrols assigned areas to prevent crime, protect life and property, handle any disturbances and/or violations of the law; notes and reports any suspicious activity or characters and assists the public.
- Maintains security phone and radio communications.
- Dispatches security personnel as assigned to key areas of the casino through phone and radio communications.
- Maintains peace and order at all entrances.
- Maintains a special awareness of fires and other safety hazards and emergency evacuation measures.
- Prepares necessary reports relating to all incidents in a neat and orderly fashion acceptable for outside distribution.
- Submits all reports to the Security Manager and ensures that the Security Manager is aware and informed of all situations.
- Provides general patrol of interior of the casino.

- Prevents unauthorized admittance of alcoholic beverages on the premises of the casino.
- Protects money areas and executive offices.
- Performs first aid to assist vendor patrons and casino employees.
- Properly identifies all employees entering money areas.
- Provides money escort services.
- Reports employee theft or unusual behavior or irregularities.
- Maintains crowd control.
- Recognizes disorderly patrons.
- Monitors special activities.
- Due to the dynamic casino environment from time to time, we require employees to be flexible and assume other responsibilities assigned by management.

**MINIMUM QUALIFICATIONS:**

- High school diploma or general education degree (GED).
- Ability to work with the public.
- Ability to communicate and supervise areas and groups of people and to act responsibility in an emergency.
- Must be trained in emergency first aid and CPR.
- Ability to communicate effectively, orally, and in writing.
- Must pass background checks and other pre-employment screenings necessary to receive and maintain a Gaming License.

**PREFERRED QUALIFICATIONS:**

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements 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.

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

**PREFERENCE FOR HIRING:**

**Preference shall be given when it is established that the applicant meets the qualifications as stated in the job description. The following order shall be adhered to for hiring:**

- **Enrolled LVD Tribal Member**
- **Parents/Legal Guardian of LVD Tribal member children and spouses of Tribal Members**
- **Other Native Americans**
- **All Others**

**Date Approved by LVD Gaming Commission: 05/16/2023.**

**Date Approved by the Public Enterprise Finance Commission (PEFC): 12/14/2021**

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**Sign** \_\_\_\_\_ **Date** \_\_\_\_\_