

# Mazatzal Hotel & Casino

## JOB ANNOUNCEMENT

**POSITION:** **Lead Security Officer**  
**DEPARTMENT:** Security  
**STATUS:** **Full Time**  
**RATE:** **\$12**  
**REPORTS TO:** Security Supervisor  
**SUPERVISES:** Security personnel

### JOB SUMMARY:

Responsible for assisting in the overall supervision of the Security department on designated shift. Assists Security supervisor with compliance with Tribal-State Compact and departmental procedures.

### ESSENTIAL JOB FUNCTIONS:

- In addition to all other duties written or implied in the Security department policies, procedures and instruction manual, assists in the management of the security shift as needed
- Performs duties including but not limited to monitoring call-ins, late arrivals, punch edits, scheduling, assigning case numbers, and distributing case reports.
- Reports irregularities during the shift to the Security Supervisor including personnel, patron, and operational issues.
- Review and approve all written security reports.
- Performs other job related duties as assigned.

### QUALIFICATIONS:

- High School diploma or GED recommended. Experience may substitute for schooling.
- Excellent written and oral communication skills.
- Must assist in the overall supervision of the security department, and assist the supervisor with compliance of Tribal, State Compact help in training departmental procedures.
- Demonstrated leadership ability.
- Familiarity with MS Excel and Word.
- Must have positive attitude.
- Must have people skills.

### PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

- Blood Pressure must fall under accepted guidelines by the American Heart Association or clearance from a medical doctor.
- Physically mobile with reasonable accommodations to stand for long periods of time.
- Must have bending mobility to reach, kneel, twist and grip items while working at assigned desk area.
- Read, write, speak and understand English.
- A Must be able to lift up 25 to 50 pounds and carry up to 25 to 50 pounds.
- Must be able to stand 45% of work time.
- Must be able to walk 45% of work time, and sitting 10%.

**Shift:** **GRAVES**  
**Opening Date:** **January 24, 2019**  
**Closing Date:** **Until Filled**

If interested, please submit a letter of interest to Robert Hendershot, Security Manager.

**(Tribal need to submit job application /resume to HR)**