

# Mazatzal Hotel & Casino

## JOB ANNOUNCEMENT

**POSITION:** Security Supervisor  
**DEPARTMENT:** Security  
**STATUS:** Full-Time  
**SHIFT:** Graveyard  
**RATE:** \$16.00

**NUMBER OF POSITIONS:** 1  
**REPORTS TO:** Security Manager  
**SUPERVISES:** Security personnel

### JOB SUMMARY:

Responsible for the overall supervision of the Security department on designated shift. Assists Security Manager with compliance with Tribal and State Compact and departmental procedures, SOP's and Security Plan. Assists in the training of Security Officers and in promoting the safety of customers and employees.

### ESSENTIAL JOB FUNCTIONS:

- Designated as the Security Shift Manager in the absence of the Manager. Must be able to carry out the duties of a Security Officer.
- Performs duties including but not limited to monitoring call-ins, late arrivals, scheduling and assigning case numbers.
- Reports irregularities during the shift to the Security Director 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 formal education.
- Excellent written and oral communication skills.
- Demonstrated leadership ability. Ability to remain calm in tense situations.
- Familiarity with MS Excel and Word.
- Must have positive attitude.
- Must have people skills.

### PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

- 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.
- Must be able to lift up 25 to 40 pounds and carry up to 25 to 40pounds.
- Must be able to stand 50% of work time.
- Must be able to walk 20% of work time, and sitting 30%.