

Mazatzal Hotel & Casino

JOB DESCRIPTION

POSITION:	Lead Security Officer
DEPARTMENT:	Security
STATUS:	Full-time
SHIFT:	Swings
RATE:	\$15.00
NUMBER OF POSITIONS:	1
REPORTS TO:	Security Manager/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 and State Compact and departmental procedures. Security personnel will have training in first responder duties.

ESSENTIAL JOB FUNCTIONS:

- 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 Supervisor including team member, guest and operational issues.
- 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.
- Must assist in the overall supervision of the security department, and assist the supervisor with compliance of Tribal and State Compact, and help in training departmental procedures.
- 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.
- A Must be able to lift up 25 to 40 pounds and carry up to 25 to 40 pounds.
- Must be able to stand 50% of work time.
- Must be able to walk 20% of work time, and sitting 30%.