

APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

APPLY ONLINE AT:
<http://oneida-nsn.gov>

A good mind. A good heart. A strong fire.

Phone: (920) 496-7900
Fax: (920) 496-7490
Job Line: 1-800-236-7050

POSITION TITLE: Security Officer (**Pool**)
POSITION NUMBER: 00649
DEPARTMENT: Internal Security
LOCATION: Varies
DIVISION: Non-Divisional
RESPONSIBLE TO: Security Sergeant
SALARY: NE03 \$13.58/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: November 12, 2015
CLOSING DATE: On-Going Recruitment
Proposed Start Date: Applicants will be placed on an interview pool and notified as positions become available.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Provide security and surveillance services for all Tribal entities to include buildings, parking lots, grounds and units according to established security policies and procedures. This position works swing shifts as assigned to include nights, weekends, and holidays. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Patrol buildings, parking lots, and grounds to assure for a safe and secure environment and prevent damage to or loss of Tribal, employee, or guest property.
2. Perform all lobby duties, verify age of patrons, open doors, check suspicious packages, and identify intoxicated patrons.
3. Verify fills, jackpot winnings and credits for accuracy; transport money, chips, tokens and markers.
4. Control access to restricted areas; check for and report all safety hazards.
5. Assist patrons with vehicle lockouts, lost and found and safety issues.
6. Ensure employees adhere to all gaming policies and procedures; report any violations to appropriate personnel.
7. Control emergency situations, which may include resetting alarms, evacuation and/or shutdown of building.
8. Conduct initial investigations by interviewing and obtaining written statements from customers/employees; complete a thorough and accurate report in a timely manner.
9. Complete and verify gaming paperwork, departmental logs, reports and parking violations.
10. Work with Internal Security computers using job specific software such as CIMS and MS Word.
11. Contribute to a team effort and accomplishes related results as required.
12. Assist in training and development of newly hired staff.
13. Assist with escorting employees, customers, or vendors to proper authorized areas of the Oneida Bingo & Casino, Irene Moore Activity Center, Mason Street Casino, various One Stop locations, and other designated Tribal entities.
14. Must be in uniform while on duty and follow Internal Security Department Dress Code.
15. Provide excellent customer service at all times, addressing employee and customer needs courteously and promptly.
16. Adhere to all Tribal Personnel Policies and Procedures, Law Enforcement Ordinance, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
17. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
18. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

JOB DESCRIPTION

Security Officer

Page 2

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently stand, walk; stoop, kneel, crouch, crawl.
2. Occasionally sit, climb, balance, taste or smell, lift seventy-five (75) pounds with frequent lifting and carrying of objects weighing up to forty (40) pounds.
3. Work is generally performed indoors where employee may have frequent contact with the public and be exposed to moderate/high noise levels, dirt, dust, unpleasant odors and second-hand smoke. Prolonged standing and walking may be required between buildings and other areas; situations may occur where there is exposure to hazards or physical risks and outside weather conditions.
4. Must be able to work swing shifts to include evenings, holidays, and weekends.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of security operations, principles and practices including investigation, patrol, communications, records, community/public relations, and crime prevention.
2. Knowledge of general computer applications.
3. Skill in establishing and maintaining effective working relationships with other law enforcement/regulatory agencies, departmental staff, tribal officials, and the public.
4. Skill in dealing with the public and providing excellent customer service at all times.
5. Ability to prepare accurate, complete and legible reports and present detailed, accurate and objective oral presentations and response to questions.
6. Ability to establish and maintain excellent working relationships with other individuals of varying social and cultural backgrounds.
7. Ability to make intelligent and effective decisions in routine and emergency situations.
8. Must be able to respond to emergency situations professionally with tact and competence. **(Assessments will be conducted during training period.)**
9. Must be willing and able to obtain additional education and training.
10. Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment.
11. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
12. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. One (1) year of Security experience.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Must be at least 18 (eighteen) years of age.
2. High School Diploma, HSED Diploma or GED Certification; applicants age 50 (fifty) and older are exempt from this requirement.
3. Must successfully complete the following Training programs within a time line approved by the supervisor: **(Employment is contingent upon successfully completing all required training.)**
 - a. Basic Security Officer Training.
 - b. General medical response training (CPR, First Aid, AED, and performance assessments).
 - c. Defense and Arrest Tactics.
 - d. Field Training and any other training or education as needed/requested.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**