

**APPLY IN PERSON AT:**

Human Resource Department  
909 Packerland Drive  
Green Bay, WI 54303



# ONEIDA

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

**OR MAIL TO:**

Human Resource Department  
P.O. Box 365  
Oneida, WI 54155-0365  
Phone: (920) 496-7900  
Fax: (920) 496-7490

**APPLY ONLINE AT:**

<http://oneida-nsn.gov>

**POSITION TITLE:** Security Sergeant  
**POSITION NUMBER:** 02804 (main casino) 02805 (other locations)  
**DEPARTMENT:** Internal Security  
**LOCATION:** Varies  
**DIVISION:** Non-Divisional  
**RESPONSIBLE TO:** Security Lieutenant  
**SALARY:** NE7 \$16.95/Hourly (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
(Employees will receive 5% below the negotiated pay rate during their probationary status.)  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** January 16, 2018  
**CLOSING DATE:** January 23, 2018  
**Transfer Deadline:** January 23, 2018  
**Proposed Start Date:** As Soon As Possible

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**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.

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**POSITION SUMMARY**

Provide supervision and leadership to officers engaged in security services for all Gaming Division buildings, parking lots, grounds and units according to established security policies and procedures. Ensure public safety, security and the preservation of life and property by enforcing laws, ordinances and Tribal Gaming Policies. Continuation of this position is contingent upon funding allocations.

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**DUTIES AND RESPONSIBILITIES:**

1. Oversee security team and improve staff effectiveness by counseling, training and administering disciplinary action for employees; planning, delegating, monitoring, and appraising job tasks and results in a timely manner.
2. Conduct and oversee on the job field training for new security personnel.
3. Monitor and complete payroll reports; review vacation/personal time requests.
4. Complete and/or ensure reports are done as needed; verify all reports completed by staff are thorough, accurate, and credible.
5. Implement and participate in staff development and training programs.
6. Assist security investigators and staff during investigations of gaming violations and other related security issues.
7. Control emergency situations, which may include resetting alarms, evacuation and/or shutdown of building.
8. Assume all duties of Security Officers and Corporals as needed.
9. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
10. Work with Internal Security Department computers using GroupWise, MS Word, and job specific software such as CIMS.
11. Maintain confidentiality of all privileged information.
12. Must be in assigned uniform/attire while on duty and follow Internal Security Dress Code.
13. Initial Internal Investigations as needed/required with proper interviewing techniques.
14. Demonstrate and ensure excellent customer service is consistently provided to internal and external customers by Security Staff.
15. Inspect, account for, and ensure working order of all radios, flashlights, security vehicles, and other equipment.
16. Responsible for checking and reporting all safety hazards.
17. Ensure employees adhere to all gaming policies and procedures: report any violations.
18. Contribute to a team effort and accomplish related results as required.
19. Adhere to all Tribal Personnel Policies and Procedures, Law Enforcement Ordinance, Gaming Standard Operating Procedures, and Departmental Standard Operating Procedures.
20. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.

## **JOB DESCRIPTION**

### **Security Sergeant**

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#### **DUTIES AND RESPONSIBILITIES: (cont.)**

21. 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.

#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently stand and walk. Occasionally sit; climb or balance; and lift and/or move up to seventy-five (75)-pounds.
2. 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. Prolonged sitting, walking, or waiting and extended work hours, including evenings, and weekends may be required.
3. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter.

#### **STANDARD QUALIFICATIONS:**

1. Knowledge of security operations, principles and practices including investigation, patrol, communications, records, community/public relations, and crime prevention.
2. Skill in establishing and maintaining effective working relationships with other law enforcement/regulatory agencies, departmental staff, tribal officials, and the public.
3. Skill in understanding and interpreting complex statutes, ordinances, regulations and standards.
4. Skill in providing leadership to and evaluating the work of subordinate staff.
5. Ability to schedule and facilitate meetings, conferences, trainings, etc.
6. Ability to prepare accurate, complete and legible reports and present detailed, accurate and objective oral presentations and response to questions in a timely manner.
7. Ability to establish and maintain excellent working relationships with other individuals of varying social and cultural backgrounds.
8. Ability to communicate efficiently and effectively both verbally and in writing. Ability to become certified in Child Abuse and Neglect awareness and neglect training.
9. Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice and desire to help when dealing with people.
10. Must be able to respond to emergency situations professionally and with tact and competence. (Assessments will be conducted during training period.)
11. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
12. Must be willing and able to obtain additional education and training.
13. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
14. 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.
15. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

#### **PREFERRED QUALIFICATIONS:**

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

1. Knowledge of tribal, federal, and state gaming, criminal, traffic, civil code and laws.
2. Prior certification in Basic Security Training, First Responder Training, and Defense and Arrest Tactics.

#### **MINIMUM QUALIFICATIONS:**

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

1. **Must be an enrolled member of the Oneida Nation.**
2. Associate's Degree in Business Administration, Criminal Justice or related field; two (2) years security experience; an equivalent combination of education and experience may be considered.
3. One (1) year previous Supervisory experience.

## **JOB DESCRIPTION**

### **Security Sergeant**

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#### **MINIMUM QUALIFICATIONS: (cont.)**

4. 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. First Responder Certification
  - d. Defense and Arrest Tactics
  - e. Field Training

#### **ITEMS TO BE SUBMITTED:**

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