

**APPLY IN PERSON AT:**

Human Resource Department  
909 Packerland Drive  
Green Bay, WI 54303



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 Corporal  
**POSITION NUMBER:** 02802 (main casino) 02803 (other locations)  
**DEPARTMENT:** Internal Security  
**LOCATION:** Varies  
**DIVISION:** Non-Divisional  
**RESPONSIBLE TO:** Security Sergeant  
**SALARY:** NE6 \$15.41/Hr (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, 2019  
**CLOSING DATE:** January 23, 2019  
**Transfer Deadline:** January 23, 2019  
**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**

Assist in the supervision of Security Officers and ensures 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. Patrol gaming floor, conducts checks for open machines, floor bank, drop doors and lot checks; identify and report suspicious activities to appropriate personnel.
2. Work with Internal Security Department computers using Outlook, MS Word and job specific software such as CIMS.
3. Assist the Sergeant with scheduling and assignments for each officer.
4. Assist in training and development of newly hired staff.
5. Perform all lobby duties, verify age of patrons, open doors, check suspicious packages, and identify intoxicated patrons.
6. Verify fills, jackpot winnings and credits for accuracy; transports money, chips, tokens and markers.
7. Ensure employees adhere to all gaming policies and procedures; report any violations.
8. Control emergency situations, which may include resetting alarms, evacuation and/or shutdown of building.
9. Conduct initial investigations by interviewing and obtaining written statements from customers/employees; complete a thorough and accurate report in a timely manner.
10. Complete and verify gaming paperwork, departmental logs, reports and parking violations.
11. Assume all duties of Security Officer as needed.
12. Must be in assigned uniform/attire while on duty and follow Internal Security Dress Code
13. Inspect, account for, and ensure working order of all radios, flashlights, security vehicles, and other equipment.
14. Provide excellent Customer Service at all times, responding to employee and customer needs courteously and promptly.
15. Contribute to a team effort and accomplishes related results as required.
16. Adhere to all Tribal Personnel Policies and Procedures, 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 Corporal**

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

1. Frequently stand, walk; stoop, kneel, crouch, or crawl.
2. Occasionally sit; climb or balance; and taste or smell; and lift and/or move up to seventy-five (75)-pounds.
3. Specific vision abilities to include close vision, distance vision, peripheral vision, and ability to adjust focus.
4. The employee is regularly exposed to outside weather conditions.
5. 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 all gaming procedures relevant to security including drops, cage, vault and slot machines.
2. Knowledge of security operations, principles and practices including investigation, patrol, communications, records, community/public relations, and crime prevention.
3. General Knowledge of Title 31.
4. Skill in establishing and maintaining effective working relationships with other law enforcement/regulatory agencies, departmental staff, and the public.
5. Skill in providing leadership to and evaluating the work of subordinate staff.
6. Skill in dealing with the public and providing excellent customer service at all times.
7. Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice and desire to help when dealing with people.
8. Ability to prepare accurate, complete and legible reports and present detailed, accurate and objective oral presentations and response to questions.
9. Ability to establish and maintain excellent working relationships with individuals of varying social and cultural backgrounds.
10. Ability to make intelligent and effective decisions in routine and emergency situations.
11. Ability to become certified in Child Abuse and Neglect.
12. Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment.
13. Must be able to respond to emergency situations professionally and with tact and competence.
14. Must possess excellent verbal and written communications skills.
15. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
16. Must be willing and able to obtain additional education and training.
17. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
18. 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.
19. 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. Prior certification in Basic Security Training, First Responder Training, and Defense and Arrest Tactics.
2. One (1) year of previous Gaming experience.

#### **MINIMUM QUALIFICATIONS:**

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

1. Must be 18 (eighteen) years of age or older.
2. High School Diploma, HSED Diploma or GED Certification; applicants age fifty (50) and older are exempt from this requirement; two (2) years of documented Security experience and/or equivalent combination of education and experience.

**JOB DESCRIPTION****Security Corporal****Page 3****MINIMUM QUALIFICATIONS(Cont.):**

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