



**POSTED:** May 29<sup>th</sup>, 2025      **DEADLINE:** Until Filled

### **JOB DESCRIPTION**

**POSITION:** Security Guard

**DEPARTMENT:** Security

**SUPERVISOR:** Security Supervisor/Security Director

**LOCATION:** Resort

**EMPLOYMENT:** Full Time

**SALARY/PAY RATE:** \$15.00-\$17.00/Hour (Non-Exempt) D.O.E

**LICENSE STATUS:** Key-Employee

### **DESCRIPTION:**

Security personnel act to ensure the protection, safety, and wellbeing of the property, associates, and guests in a consistent manner. Security personnel will observe and monitor all procedures, safeguard all money transactions as assigned, provide customer service and employee assistance, ensure compliance with all established policies, and observe and report all unusual activity.

### **RESPONSIBILITIES:**

- Provide excellent service to guests, internal and external, through active guest engagement and positive attitude.
- Shall be required to read, implement, and adhere to all NWCR Policies and Procedures, LVD Gaming Ordinance, Tribal/State Gaming Compact, NIGC Minimum Internal Control Standards, Indian Gaming Regulatory Act, LVD Tribal Internal Control Standards, Title 31 Minimum Internal Control Standards, NWCR Casino Employee Handbook, Security Department Policy, and Procedure Manual.
- Perform services to the public at large while performing general security duties.
- Patrol assigned areas to prevent crime, protect life and property, handle any disturbances and/or violations of the law; notes and reports any suspicious activity or characters and assists the public.
- Maintain proper language with all security phone and radio communication.
- Respond to emergency situations with the utmost professionalism
- Dispatch security personnel to key areas of the casino through phone and radio communications.
- Maintain peace and order at all entrances.
- Maintain a special awareness of fires and other safety hazards and emergency evacuation measures.

- Prepare necessary reports relating to all incidents that will be acceptable for outside distribution.
- Submit all reports to the Security Director and ensure that the Security Supervisor/Director is aware and informed of all situations.
- Provide general patrol of interior of the casino, hotel and outside property including golf course and convenient store.
- Prevent unauthorized admittance of alcoholic beverages on the premises of the casino.
- Protect money areas and executive offices.
- Perform first aid to assist vendor patrons and casino employees.
- Properly identify all employees entering money areas.
- Provide money escort services.
- Taking appropriate action to de-escalate situations.
- Report employee theft or unusual behavior or irregularities.
- Maintains crowd control.
- Recognize disorderly patrons and escort unwanted individuals off premises.
- Monitor special activities.
- Must maintain confidentiality of security and company information.
- Knowledge and proper use of the CIP reporting system.
- Knowledge of NWCR Health and Safety Manual and all resort safety protocols.
- Follow all security protocols and procedures.
- To remain in compliance with Casino Regulatory policies and procedures, employees are required to attend all necessary meetings and training facilitated by Management.
- Due to the dynamic casino environment from time to time, we require employees to be flexible and assume other responsibilities assigned by management.
- Must attend and participate in defensive tactics and use of force training and adhere to the use of force policy.
- Must maintain confidentiality of security and company information.

#### **MINIMUM QUALIFICATIONS:**

- High school diploma or general education degree (GED).
- Ability to work with the public.
- Ability to communicate and supervise areas and groups of people and to act responsibility in an emergency.
- Ability to be able to provide basic first aid and CPR in emergency situations within 60 days of hire. Training will be provided on site if not already trained and certified.
- Ability to communicate effectively, orally, and in writing.
- Must pass background checks and other pre-employment screenings necessary to receive and maintain a Gaming License.

The physical demands described here are representative of those that must be met by a Security Guard to successfully perform the essential functions of this job.

- The physical demands of the job are significant. Security often spends long hours on their feet, needs to cover large areas quickly, and may have to intervene in physically challenging situations. This could involve restraining individuals, providing basic first and CPR, or swiftly evacuating people during emergencies. Being physically prepared for these scenarios is essential. A fit security guard can react faster, manage stressful situations better, and reduce the risk of injuries to themselves and others. Must be able to bend, kneel, stand on feet for up to 8 hours. Must be able to lift 50# without difficulty.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed throughout all areas of the facility where the noise level varies from quiet to loud depending upon business.

**PREFERRED QUALIFICATIONS:**

- Previous experience working in a Gaming establishment.
- Previous experience in a security position.

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

**PREFERENCE FOR HIRING:**

Preference shall be given when it is established that the applicant meets the qualifications as stated in the job description. The following order shall be adhered to for hiring:

- Enrolled LVD Tribal Member
- Parents/Legal Guardian of LVD Tribal member children and spouses of Tribal Members
- Other Native Americans
- All Others

**Date Approved by LVD Gaming Commission:**

**Date Approved by the Public Enterprise Finance Commission (PEFC): 5/22/2025**

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**Sign\_\_\_\_\_ Date\_\_\_\_\_**