



Kla-Mo-Ya Casino, Corporation

34333 Hwy 97 N ♦ Chiloquin, OR 97624 ♦ 541.783.7529

www.klamoyacasino.com

SECURITY OFFICER

REPORTING TO: Security Shift Supervisor or Security Manager

CLASSIFICATION: Non-Management, Hourly, Regular, Full-Time

SECURITY CLEARANCE: CLASS III

BENEFITS: Eligible employees (working 30 hours or more) to receive medical, dental, and vision insurance, 401 (k) retirement plan, life and accidental death and dismemberment insurance, flexible spending accounts, supplemental life insurance, and employee assistance program. Additional benefits include company paid holidays, sick leave, vacation, paid jury duty, paid bereavement leave, and employee discounts.

INTRODUCTION

The primary purpose of this position is for the protection and welfare of Kla-Mo-Ya Casino Patrons, Team Members, and assets. The Security Officer acts to deter any agent or elements from jeopardizing persons or property in or about the company's facilities.

MAJOR DUTIES AND RESPONSIBILITIES

1. Monitor or patrol assigned areas to provide a safe environment for patrons and fellow Team Members.
2. Transport the transfer of money, chips, tokens, and/or markers within the Casino.
3. Provide information and directions to questions asked by the patrons and fellow Team Members.
4. Promote a positive public image.
5. Perform parking lot security and assist with traffic control on the premises when necessary.
6. Prepare and submit reports of significant activities that occur during shift hours.
7. Detain, for probable cause, those persons that may be involved in illegal acts and for the purpose of notifying law enforcement authorities.
8. Monitor the pull of BVA boxes for VLT machines.
9. Monitor Pull Table Game Drop boxes.
10. Maintain visibility while on duty to minimize the opportunity for loss or damage.
11. Periodically responsible for the transport of Team Members through use of Casino Vehicle.

ADDITIONAL DUTIES

- Adheres to Casino standards for guest service and confidentiality
- Refers guest problems or complaints to appropriate supervisors according to Casino policies.
- Reports and documents any observed or known safety hazard, conditions or unsafe practices and procedures to management immediately
- Performs other job-related duties as directed.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak and communicate effectively in a clear and concise manner before groups of customers or team members.
- Ability to function effectively under pressure of time and/or demands of several tasks at once.
- Ability to perform tasks which require lifting or moving up to 100 pounds.
- Ability to work in a fast paced environment and be a team player.
- Knowledge of professional customer relations.
- Ability to maintain confidentiality of records and information pertinent to the nature of the work.



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SUPERVISORY CONTROLS

The Security Officer works under the direct supervision of the Security Shift Supervisor who provides general instructions. Work is assigned in terms of urgency and objectives. The Security Officer must be able to work independently and follow directions.

QUALIFICATIONS, EXPERIENCE AND EDUCATION

- High School Diploma or equivalent. **REQUIRED**
- Non-Indians must be at least 21 years of age. **REQUIRED**
- Possess current valid Oregon Driver's License and is insurable through Kla-Mo-Ya Casino. **REQUIRED**
- One (1) year related security experience. **PREFERRED**
- Current CPR and First Aid certification, Preferred, ability to obtain within first six (6) months of hire, **REQUIRED**
- Ability to obtain Unarmed Security Training within one year of hire. **PREFERRED**
- Must submit to and clear an Alcohol/Drug Screen. **REQUIRED**
- Must be Licensable by the Klamath Tribes Gaming Regulatory Commission. **REQUIRED**
- **Indian Preference will apply.**

COVID-19 CONSIDERATIONS

All Team Members are required under The Klamath Tribes' Mandatory COVID-19 Vaccination Policy to be fully vaccinated for COVID-19, unless they have an approved medical or religious exemption. In addition, All Team Members are required to self-report on the Kokomo system, temperature check and face coverings are required for everyone. Sanitation and cleanliness protocols are strictly enforced. These guidelines may change as needed and advised.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. I have read this job description and fully understand the requirements set forth therein. I also understand that this is to be used as a guide and not necessarily all-inclusive of the position duties. The job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with KLA-MO-YA Casino Corporation.

Employee Signature

Date