



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Surveillance Observer (Part-Time)
SUPERVISOR: Surveillance Supervisor
LOCATION: Surveillance Department
POST DATE: December 27, 2022
CLOSING DATE: Open until filled

General Description: The primary responsibility of this position is to provide continuous monitoring of the LDF properties with an emphasis on money handling and retail theft. Specific responsibilities will include being knowledgeable of surveillance equipment. Candidate must be able to document violations for possible courtroom testimony.

Qualifications: High School Diploma or equivalent is required. Electrical and cable wiring knowledge is desired. (This position is considered safety sensitive and requires a drug screen test for all substances including Marijuana)

Salary: \$16.00/hr.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Surveillance Observer (Part-Time)

B. DEPARTMENT: Surveillance Department

C. SUPERVISOR: Surveillance Supervisor

D. DESCRIPTION OF DUTIES:

The primary responsibility of this position is to provide continuous monitoring of the LDF properties with an emphasis on money handling and retail theft. Specific responsibilities will include being knowledgeable of surveillance equipment. Candidate must be able to document violations for possible courtroom testimony. Specific responsibilities include, but are not limited to the following:

1. Check all cameras, recording devices, monitors and other surveillance equipment to insure proper working order on a daily basis.
2. To monitor, observe, document and report violations of the LDF properties operational procedures, theft, and/or damage to property.
3. Continuously monitors the LDF properties with a focus on money handling and retail theft.
4. Notify and provide the administrator and law enforcement agencies with documentary evidence of potential theft and/or criminal acts.
5. Responsible for providing depositions or courtroom testimony when necessary.
6. Must maintain the strictest means of confidentiality.
7. Escort, secure and set up bank deposits.
8. Must keep work area neat and clean at all times.
9. Must attend all mandatory meetings and participate in developmental training.
10. Must be able to work weekends, holidays, nights, and be available for call-in.
11. Other duties as assigned by supervisor/manager.

E. POSITION RELATIONSHIPS:

1. **Internal:** Frequent contact with law enforcement personnel, and when required court personnel.
2. **External:** Equipment maintenance technicians and vendors/suppliers.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Will be under the supervision of the Tribal Police Department Staff Member.

H. EDUCATION: High School Diploma or equivalent is required. Electrical and cable wiring knowledge is desired.

I. EXPERIENCE:

1. Must have experience with Windows 10, word and excel.
2. Demonstrated ability on proficient writing and reporting skills.

3. Must possess experience and knowledge in Surveillance, Security and Alarm systems.

J. SKILLS: Ability to wire surveillance cameras and monitors.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Must keep work area neat and clean at all times. Exposed to differentials in temperatures under a normal business operation.
2. **Exposure to hazards:** May be exposed to situations where customer behaviors may create undesirable conditions.
3. **Physical requirements:** Standing, sitting, walking, bending and able to lift 50lbs safely is required.

L. BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Lac du Flambeau Band of Lake Superior Chippewa Indians requires the Surveillance Observer to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, clients and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each client, visitor and fellow employee is a requisite of successful job performance. Any behavior or attitude that will tarnish the name or reputation of the Lac Du Flambeau Tribe will not be tolerated and subject to disciplinary action.

M. OTHER: Must maintain the strictest of confidentiality. Ability to perform duties in a professional and personable manner. Must be able to manage and maintain confidential and sensitive information with diplomacy and tact. Must submit to and pass a drug test prior to commencing employment and random testing thereafter. Criminal background check and BIA Background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURE:

_____	_____	_____	_____
Employee	Date	Manager	Date
<u>Previously signed</u>	_____	<u>Previously signed</u>	_____
Tribal Administrator	Date	Human Resource Director	Date