



# MUCKLESHOOT INDIAN BINGO



## JOB POSTING

Muckleshoot Indian Bingo is an Equal Opportunity Employer but does practice Indian Preference hiring in accordance with Public Law 93-638, the Indian Self Determination and Education Act.

**Per MIB Policies, employees must pass a pre-employment Alcohol and Drug test and be free of drugs and alcohol**

**JOB TITLE:** Security Officer

HR UPDATE: 3/2021

**GAMING LICENSE REQUIRED:** Class IIA

**GRADE:** H08 / \$17.20

**STATUS:** Hourly, Non-Exempt

**POSITION REPORTS TO:** Security Supervisor

**JOB SUMMARY:** The Security Officer following Security department procedures works to ensure protection of company assets and safety of customers and employees. This job has no management authority.

**LICENSES OR CERTIFICATIONS (required/preferred):**

- Valid WA State Driver's License required.

**EDUCATION, EXPERIENCE AND TRAINING FOR POSITION (required / preferred):**

- High school diploma or GED equivalent required.

**SPECIFIC SKILLS/KNOWLEDGE/ABILITIES REQUIRED FOR POSITION:**

- Demonstrate excellent guest service skills.
- Demonstrate ability to handle multiple tasks simultaneously with speed, efficiency and attention to detail; greet visitors, answer a multi-line phone, and answer or refer incoming inquiries from guests or personnel.
- Exhibit ability to work independently and perform clerical assignments with occasional instruction or assistance.
- Exhibit knowledge of business practices, correspondence and typing formats, including correct English grammar, spelling, and punctuation.
- Demonstrate ability to file and maintain office records, both in electronic and paper form.
- Demonstrate ability to communicate effectively both verbally and in writing.
- Demonstrate ability to learn, comprehend and follow detailed security manual procedures and instructions.
- Proven ability to document incidents and write up reports in an accurate and legible manner.
- Demonstrate ability to work with and maintain confidential information.
- Physical ability to perform security officer duties.
- Demonstrate critical thinking, awareness, and problem-solving ability in every aspect of duties.
- Must portray an assertive, confident, and professional attitude when interacting with guests and employees.
- Capable of enforcing rules and regulations with diplomacy and tact.
- Proven ability to maintain composure during stressful situations.
- Must be able to stand/walk for extended period of time, or throughout shift.
- Must pass a background check and drug test.

**ADDITIONAL REQUIREMENTS:**

- Ability to lift at least 50 lbs., occasionally higher with assistance. May regularly need to lift/ move, push or pull up material or boxes necessary to the job functions, with or without assistance. Position requires considerable and consistent walking, running, jogging, and standing on feet to complete assigned shifts and for extended periods of time in extreme weather conditions and temperatures.
- Specific vision ability includes close vision, distance vision, color vision, peripheral vision, and depth perception. Visual acuity to discern and examine text, graphics, color and symmetry. Speech to communicate clearly, express ideas and convey information in an understandable manner.
- Exposure to secondhand smoke, moderate to high noise level, bright lights, fluctuating temperatures, or weather conditions.

**\*This Posting is not inclusive all expected qualifications and expectations of this position. The Job Description is available for your review in the Muckleshoot Bingo Human Resources office.**

**OPEN DATE: 4/19/2021**

**CLOSE DATE: When filled**