



**TWENTY-NINE PALMS BAND OF MISSION INDIANS
Tribal**

46-200 Harrison Place, Coachella, CA 92236

Tribal Public Safety Agent (Unarmed)

Job Description

Job Title: Tribal Public Safety Agent (Unarmed)
Department: Tribal Public Safety/Tribal Police
FLSA Status: Non-Exempt

SUMMARY:

Provide excellent customer service, security and escort services to guests and team members. Observe and report suspicious activity to Dispatch and Tribal Public Safety Officers. Respond to immediate medical situations and render preliminary first aid to patrons and employees. Perform standby and other security functions as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Observe and report any and all suspicious activity to Dispatch and Supervision.
- Provide general security services for the protection of tribal members, tribal property, guests, and employees.
- May be required to document suspicious persons and/or activities on prescribed departmental forms.
- Inspect assigned areas for security and/or safety breaches and report any potential situations to Sergeant.
- Sound alarm or call police or fire department by telephone in case of fire or presence of unauthorized persons.
- Report property damage, unusual occurrences, and malfunctioning of machinery or equipment, for use of supervisory staff.

- Provide preliminary first aid instructions before paramedics arrive.
- Possess knowledge of Casino services and promotions and the location thereof.
- Ensure compliance with all Minimum Internal Control Standards (MICS) as well as all Tribal Internal Control Standards (TICS)
- Present a positive image of the Tribe to its guests and vendors and to assist them as required.
- Must follow all safety policies and procedures; attend all scheduled safety meetings and training as a condition of employment.
- Performs any other duties that may be assigned from time to time.

SUPERVISORY RESPONSIBILITIES:

This job requires no supervisory responsibilities.

EDUCATION AND EXPERIENCE (MUST BE DOCUMENTED):

- Must possess a high school diploma or equivalent.
- Should possess one year of related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

- Must be proficient in speaking, reading and writing in English. Spanish is a plus.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to communicate in writing effectively.

MATHEMATICAL SKILLS

- Ability to add, subtract, and perform simple multiplication and division tasks.

REASONING ABILITY

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, AND ANY ADDITIONAL REQUIREMENTS:

- Must pass pre-employment and periodic random drug screens
- Must pass pre-employment physical
- Must be able to pass background suitability investigation
- Must be able to obtain Tribal Gaming License
- Must provide proof of eligibility to work in the United States within 72 hours of employment
- Must obtain and maintain CPR First Aid Certification and AED

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, talk, and listen. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, motor vehicles, and extreme variations in temperature.
- The employee will be exposed to extreme variations in noise level in the work environment.
- Some enterprises are open 24 hours per day, seven (7) days per week; therefore, you must be flexible to work any and all hours.
- Some enterprises are gaming facilities.
- Some enterprises are not a smoke-free environment.
- Be aware that surveillance cameras and audio equipment monitor the premises recording activity throughout most of the facilities on 24-hour, 7- day per week basis.

INDIAN PREFERENCE ACT:

The Twenty-Nine Palms Band of Mission Indians has a resolution on file at Human Resources to ensure that Indian Preference will be adhered to in the following order in accordance with IPA:

1. Tribal Members
2. Other Native Americans
3. All other ethnic groups

I have read and understand all of the elements of the above Job Description.

Signature

Date