

# Surveillance Officer

EDUCATION: High School Diploma or equivalent

EXPERIENCE: Valid Driver's License required. Kentucky Horse Racing Commission License Required. Excellent verbal and written communication skills required.

## JOB RESPONSABILITIES:

- Responsible monitoring of all camera operations
- Maintains all surveillance department paperwork and files.
- Answer and transfer any incoming phone calls accordingly.
- Participate in any investigation, as required
- Timely process all incoming Video Search Requests.
- Responsible to document all keys checked in/out to other departments.
- Performs all other duties as assigned by Supervisor.
- Promotes outstanding customer relations.

## OTHER:

- Able to lift and carry 30 lbs. occasionally.
- Able to sit for 6 – 8 hours.

*This is just a brief description of some of the duties that this position will require and is not exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.*