



Kla-Mo-Ya Casino, Corporation

34333 Hwy 97 N ♦ Chiloquin, OR 97624 ♦ 541.783.7529
www.klamoyacasino.com

SOFT COUNT TEAM MEMBER

REPORTING TO:	Soft Count Supervisor, Soft Count Manager or CFO
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

Reporting to the Soft Count Supervisor, Manager or CFO, the primary purpose of the Soft Count Team Member is to perform efficient and timely counts in accordance with procedures and Internal Controls.

MAJOR DUTIES AND RESPONSIBILITIES

1. Accurately count the money from the bill validator. Assist in the preparation of the deposit for the transfers to the main bank, and operate the currency counter and verifying count on a calculator for accuracy, according to established procedures.
2. Ensure compliance with Tribal, State, and I.R.S. regulations by familiarizing self with required regulations.
3. Responsible for records and necessary information as required by Soft Count Department.
4. Work as a team player and maintain a professional and courteous attitude at all times in order to ensure a smooth and consistent level of efficiency.
5. Follow all guidelines for a "Secured Area."
6. Assist in maintaining and processing all assigned records and reports in an accurate and timely manner.

ADDITIONAL DUTIES

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

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Soft Count Internal Controls as it relates to Casino operations.
- Ability to calculate basic math equations.
- Knowledge of and ability to operate a computer and various software programs.
- Must demonstrate professional and courteous mannerism in order to ensure an efficient team atmosphere.
- Ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing, and prioritizing workload.
- Ability to stand for long periods of time and lift up to 30 lbs., and work in small confined area.
- Ability to maintain confidentiality of records and information pertinent to the nature of the work.

SUPERVISORY CONTROLS

The Soft Count Team Member works under the direct supervision of the Soft Count Supervisor, who provides general instructions. Work is assigned in terms of functional objectives. The Soft Count Supervisor will provide guidance with unusual situations that do not have clear precedents. Work is spot checked for timeliness and accuracy.



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QUALIFICATIONS, EXPERIENCE AND EDUCATION

- High School Diploma or Equivalent. **REQUIRED**
- Must be at least 21 years of age. **REQUIRED**
- One (1) year work experience in a bank related field. **PREFERRED**
- One (1) year cash handling work experience. **REQUIRED**
- 10-key experience, Preferred, ability to master 10-key touch within 30 days of hire. **REQUIRED**
- Basic computer skills with the ability to learn Soft Count Software within 30 days of hire. **REQUIRED**
- 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.