

SOFT COUNT TEAM MEMBER

INTRODUCTION

Reporting to the Lead Supervisor, 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 and chips from the bill validator and Table Games drop boxes, 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

- Adheres to Casino standards for guest service and confidentiality.
- Refers guest problems or complaints to appropriate supervisors according to Casino policies.
- Reports and documents any observed or known safety hazard, conditions or unsafe practices and procedures to management immediately
- 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.

QUALIFICATIONS, EXPERIENCE AND EDUCATION

- High School Diploma or Equivalent. **REQUIRED**
- Non-Indians must be at least 21 years of age. **REQUIRED**
- Enrolled Indians who are at least eighteen (18) 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.

To Apply: An application must be completed and submitted to be considered for any position. Please go to <http://klamoyacasino.com/employment/> and download our application. You can then drop it off at the Casino or email it to our employment email employment@klamoyacasino.

DROP TEAM MEMBER

INTRODUCTION

The primary function of the Drop Team Member is to remove, replace, and transport bill validators and currency containers in accordance with established procedures.

MAJOR DUTIES AND RESPONSIBILITIES

1. Responsible for the removal, replacement and transport of currency and bill validator's containers within established procedures.
2. Responsible for reading and adhering to all departmental policies, procedures, rules and regulations in relation to the drop.
3. Work as a team player and maintain a courteous and professional attitude at all times in order to insure a smooth and consistent level of workflow.
4. Responsible for maintaining confidentiality and anonymity while on duty, due to nature of position.

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

5. Ability to read and interpret regulations and procedure manuals as related to the drop team.
6. Ability to function effectively under the pressure of time.
7. Ability to stand for long periods of time, walk distances without pause, and lift up to 25 pounds.
8. Ability to calculate basic math equations.
9. Knowledge and ability to maintain a professional and courteous attitude and work as a team player at all times.
10. Willingness and ability to work an irregular schedule, which includes weekends and holidays.
11. Ability to maintain confidentiality of records and information pertinent of the nature of the work.

SUPERVISORY CONTROLS

Work is performed under the general supervision of the Lead Drop Team Member. The supervisor makes assignments involving familiar concepts in terms of objectives. Work is spot checked for adequacy, timeliness, and compliance with appliance rules, regulations and policies.

QUALIFICATIONS, EXPERIENCE AND EDUCATION

- High School Diploma or equivalent. **REQUIRED**
- Non-Indians must be 21 years of age. **REQUIRED**
- Enrolled Indians who are at least eighteen (18) years of age. **REQUIRED**
- Must be reliable and dependable. **REQUIRED**
- Must submit to and clear an Alcohol/Drug Screen. **REQUIRED**
- Good communication and interpersonal relationship skills. **REQUIRED**
- Must be Licensable by the Klamath Tribes Gaming Regulatory Commission. **REQUIRED**
- Indian Preference will apply.

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