

Swinomish Northern Lights Casino

Job Description

Job Title: Soft Count Clerk
Department: Finance
Reports To: Accounting Manager
FLSA Status: Nonexempt
Prepared By: Kathy Bailey, Human Resources Manager
Prepared Date: 12/13/2002
Approved By: Kathy Douglas
Approved Date: 12/16/2002

SUMMARY

Responsible for counting and verifying the contents of all table games drop boxes, pull tabs and electronic gaming tickets by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Counts and verifies pull tabs revenue and prize tickets paid out.

Counts electronic gaming tickets from randomly selected boxes.

Removes contents from table games drop boxes and inserts into and runs currency through count machine.

Removes counted currency from one machine and inserts into second machine to ensure count is correct.

Clips or straps currency as warranted by denomination of currency.

Records securities by handwriting entries onto appropriate count sheets.

Enters information from count sheets into computer system.

QUALIFICATIONS 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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); and one to three months related experience and/or training.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS Washington State Class III Gaming License

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 sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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.

Works in tight working conditions with a usually quiet noise level. Room temperature can vary.

Name _____ Badge# _____ Date _____
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