

Job Title: Count Attendant
FLSA: Non - Exempt
Reports To: Count Supervisor
Benefits: None
Retirement: Eligible for enrollment on the first day of hire

Department: 1221
Status: Part-Time
Pay Grade: 4

SUMMARY:

Responsible for emptying, counting, and recording the contents of bill acceptor canisters, ATM canisters, and Kiosk canisters that are delivered to the count room. Performs all functions in accordance with all applicable laws, rules, and regulations of the Gaming Commission, Federal and State Tax Commissions and internal policies, procedures, and controls.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Performs all functions in accordance with applicable laws and gaming regulations, the mission and vision statement and objectives of S&K Gaming, LLC as well as established policies, procedures, and controls.
- Maintains a working knowledge of casino operations and relevant gaming issues, regulations, and Tribal Minimum Internal Control Standards
- Sorts, counts and records contents of kiosk cassettes, bill changers and currency drop boxes, according to set procedures.
- Maintain a clean and organized count room, must maintain and clean equipment.
- Implements all internal controls deemed necessary to ensure the highest level of asset protection.
- Ensures the integrity of all count room transactions.
- Verifies and ensures the accuracy of each drop box for the dual independent counts on the currency counters.
- Meets the attendance guidelines of the job and adheres to regulatory, departmental and company policies.
- Cooperates with Internal and External auditors, Compliance, and Investigations as necessary
- Held accountable, to a very high degree, for the accuracy and thoroughness of the records and reports generated by the count team.
- Must be able to lead team during count process when supervisor is unavailable.
- Other duties as assigned.

EDUCATION and/or EXPERIENCE:

- High School diploma or GED required.
- Prefer experience as a cashier in a bank, financial institution, or retail services.
- Basic computer and ten-key skills are required.
- Ability to read English and understand either written or verbal instructions required.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- The ability to follow instructions and to perform repetitive tasks under close supervision is required.
- This individual must be punctual and dependable in reporting to work as scheduled and completing assigned tasks.
- This individual must be able to effectively work alone and/or with other employees in a team environment.
- This individual must maintain a neat and hygienic appearance.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee is also regularly required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools, or controls.
- The employee is required to reach with hands and arms, and to sit, climb or balance, and stoop, kneel, crouch or crawl.
- Must be able to lift a maximum of 40 lbs and push, pull, or drag up to 100 lbs.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Ability to work flexible hours/shifts including early morning hours, weekends, holidays and the first (1st) of each month required.

CERTIFICATES, LICENSES, AND REGULATIONS:

- Required to complete Title 31 Bank Secrecy Act (Anti-Money Laundering) certification annually.
- Cash handling training required.
- Required to watch Customer Service video annually.
- Required to watch Sexual Harassment video annually.
- Must complete fingerprint process.
- Required to obtain and maintain gaming license from the CSKT Tribal Gaming Commission annually
- Will be required to successfully pass a pre-employment drug test and as a condition of employment will be subject to random drug testing.
- It is always the responsibility of the employee to have all documents current and valid.

I certify that I have read this job description and understand each one of the requirements for this position, including but not limited to the physical requirements. By signing this document, I certify that I meet all the physical requirements for this job without limitation.

Employee Print & Sign

Date

HR Representative

Date