

- Promote effective and professional communications with supervisors, co-workers and subordinates through regular staff meetings, co-worker/management/supervisor team meetings and other forms of communication.
- Develops and implements staff development plans or those employees who display the necessary skills, motivation, and attitude to grow within the organization.
- 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
- Maintain confidentiality of customers' transactions.
- Maintain integrity of gaming cage.
- Held accountable, to a very high degree, for the accuracy and thoroughness of departmental functions and efficiencies.
- Other duties as assigned.

EDUCATION and/or EXPERIENCE:

- High School Diploma or GED required
- The ability to read English and understand both written and verbal instructions is required.
- One (1) year of cash handling experience
- Prefer experience as a cashier in a bank or financial institution.
- One (1) year of work experience in a position that required supervision of staff required.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Strong leadership and customer service orientation required.
- Clear, professional communication skills required.
- Strong computer skills to include working knowledge of Microsoft Word and Excel are required.
- Must be extremely numbers orientated and computer literate with good math skills.
- Knowledge of equipment uses such as computers, currency counters and calculators.
- The ability to follow instructions and to perform repetitive tasks required.
- This individual must be punctual and dependable in reporting to work as scheduled and completing assigned tasks.
- This individual must maintain a neat and hygienic appearance.
- This individual must be able to work effectively with peers, staff members and regulatory agency personnel.

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.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- The employee must be able to lift a maximum of 40 lbs.
- Will be working in a smoking environment.

- Broken glass and slipping are hazards of job.
- This position will require flexible hours/shifts including early morning, evenings, graveyard, weekends, and holidays required.

CERTIFICATES, LICENSES and REGULATIONS:

- Required to complete Title 31 Bank Secrecy Act (Anti-Money Laundering) certification annually.
- Required to watch Customer Service video annually.
- Required to watch Sexual Harassment video annually.
- SafeServ certification required.
- 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