



Vacancy Announcement

Title:	Soft Count Manager
Reports To:	Director of Finance
Location:	Yreka, CA
Salary:	Grade level 10, depending on experience
Classification:	Full Time, Regular, Non-Exempt or Exempt (DOE), Non-Entry Level
Summary:	Responsible for supervising and training the team for the drop and count of the VLT machines, tables games drop and poker count.

Application Deadline: *Open Until Filled*

Applications are available at all Tribal Offices or on the Internet at www.karuk.us, just click on the tab for Rain Rock Casino. The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resource Department, Telephone (530) 598-5445, Address: 777 Casino Way, Yreka, CA 96097, Email: dbernal@rainrockcasino.com



Position Description

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Reports to: Director of Finance

Location: Yreka, CA

Salary: Grade Level 10, depending on experience

Classification: Full Time, Regular, Non-Exempt or Exempt (DOE), Non-Entry Level

Summary:

Responsible for supervising and training the team for the drop and count of the VLT machines, table games drop and poker count.

Responsibilities:

1. Maintain schedule and rotation for team, so that it is within compliance with MICs.
2. Responsible for operating a variety of Soft Count equipment, and contacting vendors for maintenance schedules.
3. Ensure the integrity of all Soft Count transactions,
4. Held accountable, to a high degree, for accuracy and thoroughness of departmental paperwork.
5. Enforce Rain Rock Casino's Policies and Procedures, Drop Team/Soft Count Procedures at all times.
6. Provide information and explain Players Club benefits, property amenities & marketing programs to our guests.
7. Communicate effectively both orally and in writing.
8. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

LEVEL OF AUTHORITY & RESTRICTIONS

1. Supervise and train team in the VLT drop.
2. Supervise and train the proper procedures for counting, verifying and strapping all currency and gaming chips.

WORKING CONDITIONS & ENVIRONMENT

1. The noise level in the work environment is usually loud.
2. Must be available to work in a smoke-filled environment.
3. Must be able to multitask.
4. Must be able to stand up to 10 hours at a time.
5. Must be able to handle mental and physical stress.
6. Must be able to move up to 50 pounds.

Requirements:

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 and skills or abilities required.

1. Must be at least 21 years of age
2. High School diploma or GED (required).
3. Two (2) prior experience in the Soft Count department in a Casino Environment (required).
4. Prior Supervisory Management experience (preferred).
5. Must possess working knowledge of MICs used for Drop Team/Soft Count.
6. Must possess excellent cash handling experience as well as basic math skills.
7. Must have computer experience.
8. Good customer service skills
9. Good public relations skills; professional appearance and demeanor.
10. Must possess reasonable ability to communicate in English.
11. Highly self-motivated and directed.
12. Good verbal and written communications skills.
13. Keen attention to detail.
14. Proven analytical, evaluative, and problem-solving abilities.
15. Ability to effectively prioritize and execute tasks in a high-pressure environment.
16. Extensive experience working in a team-oriented, collaborative environment.
17. Must possess and maintain a valid state driver's license and be insurable by the RRC's insurance carrier.
18. Willing to travel and participate in training as recommended or required.
19. Must have a Tribal Gaming License (or the ability to obtain and maintain a license) as a requirement for this position.
20. Must have employment eligibility in the U.S.
21. Must adhere to confidentiality policy.
22. Must successfully pass a drug screening test and criminal background check.
23. Indian preference will be observed in the hiring process.

Veteran's Preference: It shall be the policy of the Karuk Tribe and Rain Rock Casino to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

ACKNOWLEDGEMENT

I hereby acknowledge that I have read and reviewed this Job Description with my Team Leader. I also acknowledge that I have full and complete understanding of this Job Description and agree to the above noted Duties, Responsibilities, Requirements and Conditions.

Team Member Name	Signature	Date
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Team Leader Name	Signature	Date
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Council Approved: *(date)*

Original to HR

Copy to Team Member

Copy to Team Leader