



Vacancy Announcement

- Title:** Soft Count Team Member
- Reports To:** Soft Count Supervisor
- Location:** Yreka, CA
- Salary:** Grade level 4, depending on experience
- Classification:** Full Time, Regular, Non-Exempt, Non-Entry Level
- Summary:** A Soft Count Drop Team Member is responsible for the efficient count & drop (removal, exchange & collection of cash boxes found inside all slot machines) of currency in the Casino and the accurate accountability of such items. Team Members are also responsible for removing cash and chips from Table Games, Poker drop boxes and providing an accurate accountability of such. He/she also gathers & reports computations and satisfactory operations all equipment necessary for their position. He/she also is responsible for VLT Ticket storage and transport for monthly shredding.

Application Deadline: April 30, 2018 by 5:00 pm

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.rainrockcasino.com or by contacting the Human Resource Department, Telephone (530) 598-5445, Address: 777 Casino Way, Yreka, CA 96097, Email: dbernal@rainrockcasino.com



Position Description

Title:	Soft Count Team Member
Reports to:	Soft Count Supervisor
Location:	Yreka, CA
Salary:	Grade Level 4, depending on experience
Classification:	Full Time, Regular, Non-Exempt, Non-Entry Level

Summary:

A Soft Count Drop Team Member is responsible for the efficient count & drop (removal, exchange & collection of cash boxes found inside all slot machines) of currency in the Casino and the accurate accountability of such items. Team members are also responsible for removing cash and chips from Table Games and Poker drop boxes and providing an accurate accountability of such. He/she also gathers & reports computations and satisfactorily operates all equipment necessary for their position. He/she also is responsible for VLT Ticket storage and transport for monthly shredding.

Responsibilities:

1. Assist in the removal, exchange and collection of all VLT (slot machines) cash drop boxes.
2. Assist in the counting, verifying and strapping of a high volume of currency.
3. Works very well with others as part of a team.
4. Able to handle multiple priorities and tasks.
5. Able to be held accountable, to a high degree, for accuracy and thoroughness ensuring the integrity of all transactions & counts.
6. Operate and troubleshoot a variety of Soft Count equipment and technology (computer literate).
7. Assume Soft Count Lead duties as needed and assigned.
8. Maintain confidentiality of all Casino operation data.
9. Provide information and explain Players Club benefits, property amenities & marketing programs to our guests.

10. Communicate effectively both orally and in writing.
11. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

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 work all shifts, weekends, and holidays.
4. Must be able to multitask.
5. Must be able to stand up to 10 hours at a time.
6. Must be able to handle mental and physical stress.
7. 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. Cash handling and or clerical experience preferred.
4. Competent with computers (basic input/ output procedures).
5. Good customer service skills
6. Good public relations skills; professional appearance and demeanor.
7. Must possess reasonable ability to communicate in English.
8. Highly self-motivated and directed.
9. Good verbal and written communications skills.
10. Keen attention to detail.
11. Proven analytical, evaluative, and problem-solving abilities.
12. Ability to effectively prioritize and execute tasks in a high-pressure environment.
13. Extensive experience working in a team-oriented, collaborative environment.
14. Must possess and maintain a valid state driver's license and be insurable by the RRC's insurance carrier.
15. Willing to travel and participate in training as recommended or required.
16. Must have a Tribal Gaming License (or the ability to obtain and maintain a license) as a requirement for this position.
17. Must have employment eligibility in the U.S.
18. Must adhere to confidentiality policy.
19. Must successfully pass a drug screening test and criminal background check.
20. 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