



Tolowa Dee-ni' Nation/Lucky 7 Casino



Position Description

Title: Soft Count Worker
Class: Skilled
Status: Full Time/Part Time
Supervisor: Controller
Effective Date: Revised 9/14

Department: (28) Vault
FLSA: Non-Exempt
Pay Grade: IV
Subordinates: None

Position Summary:

Drops, sorts, counts, and records contents of table game drop boxes and currency drop boxes, according to set procedures.

Essential Duties and Responsibilities:

- Completes required daily reports and forwards all information to appropriate individual(s).
- Responsible for minor repairs and maintenance of soft count equipment.
- Responsible for general upkeep of soft count room and ordering.
- Follows gaming regulations including system of Internal Controls.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Minimum Qualifications:

- Knowledge of computer based equipment.
- Must be able to work in a closed environment.
- Must be able to tolerate areas containing secondary smoke, high noise levels, bright lights and dust.
- High school diploma or general education degree (GED); one to three months related experience and/or training; or equivalent combination of education and experience.
- Qualified Indian Preference applies.

Language Skills:

Must have the ability to read and comprehend simple instructions, short correspondence, and memos with the ability to write simple correspondence. Effectively present information in one-on-one to other employees of the organization.

Mathematical Skills:

Must have the ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability:

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

Certificates, Licenses, Registrations:

Must be able to pass extensive background investigation for the issuance, and retention, of gaming license.

Physical Demands:

While performing the duties of this job, the employee is frequently required to sit walk and use hands to finger, handle, or feel. The employee is required to stand, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 25 pounds and even possibly 50 pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Color vision (ability to identify and distinguish colors).
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Work Environment:

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles. The employee is occasionally exposed to moving mechanical parts, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate noise (business office with computers and printer, light traffic).

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____