

Mazatzal Hotel & Casino

JOB DESCRIPTION

POSITION:	Count Team Clerk
DEPARTMENT:	Administration
STATUS:	Full-Time
SHIFT:	Early Mornings
RATE:	\$15.00
NUMBER OF POSITIONS:	1
REPORTS TO:	Count Room Manager/ Supervisor
SUPERVISES:	N/A

JOB SUMMARY:

Under the direct supervision of the Count Manager or Supervisor, perform the gaming machine drop, soft drop and ATM/Kiosk drops, count (coins, currency and tickets) in accordance with established policy/procedures and within the guidelines of the system of internal controls. Responsible for casino funds entrusted during assigned shift.

ESSENTIAL JOB FUNCTIONS:

- Safe guard casino assets at all times.
- Responsible for removing currency from the slot machine, bill validators, and drop compartments, and insuring that the contents of each container in the drop compartments are tagged with the respective machine number.
- Count contents of each machine utilizing the currency counting machine and ticket imagining machine.
- Validates the count manually, strap or wrap the count by denomination and reconcile it to the machine count.
- Record the count totals on the appropriate inventory forms.
- Must be able to work in a fast pace environment and maintain a high degree of concentration to perform the required work tasks.
- Inform the Count Manger or Supervisor of all significant activities that occur during shift.
- Performs other job related duties as assigned.

QUALIFICATIONS:

- High School diploma or GED recommended. Experience may substitute for schooling.
- Must be able to read and write legibly.
- Must have good to excellent math ability skills.
- Must be able work shift(s) assigned.
- Demonstrated computer literacy and familiarity with MS Excel and Word.
- Demonstrated cash handling experience.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

- Blood Pressure must fall under accepted guidelines by the American Heart Association or clearance from a medical doctor.
- Physically mobile with reasonable accommodations to stand for long periods of time.
- Must have bending mobility to reach, kneel, twist and grip items while working at assigned area.
- Read, write, speak and understand English.
- Must be able to lift up 50 pounds, and carry up to 50 pounds.
- Must be able to stand 80% of work time
- Must be able to walk 80% of work time.
- Noisy work environment, hearing protection required.