

# Job Opening: Soft Count Clerk

**Qualifications:** Must have exceptional organizational skills and the ability to do simple arithmetic calculations quickly and accurately.

**Job Description:** This individual is responsible for the organization and summation of all monies profited by the operation.

**Additional job duties will include the following:**

- ◆ Must report to work at the scheduled time.
- ◆ Must be able to work weekends.
- ◆ Will empty all drop boxes for the Electronic Gaming Machines and Table Games.
- ◆ Will assist Drop Team members, EG Techs, and management with any drop box problems and the loading/unloading of the motorized cages.
- ◆ Will ensure that all drop boxes are empty before the count is finished.
- ◆ Will count all monies received, complete the cash tally slip and return the slip to the vault for verification. All monies will be returned to the proper money bag (tray, bucket, et. al.).
- ◆ Will pass all monies to the vault.
- ◆ Must report any errors to management.
- ◆ The soft count clerk may not leave the money room without approval from their supervisor and must notify surveillance when they exit the room.
- ◆ The soft count clerk must follow any additional guidelines as provided by their supervisor or management.

**Key Skills and Abilities**

**Customer Service**— Emphasizes customers (whether internal or external) in every decision and situation. Sees issues from a customer's point of view; is in touch with customer needs, expectations, and gaming experiences. Sets the standards and establishes high expectations for handling customer problems. Personally provides excellent customer service

**Communication**—must be able to provide clear verbal instructions, able to write and enter data into logs, communicate positively with customers and interact effectively with all levels of internal staff

**Teamwork**—ability to work in a team as well as cross-team cooperation to achieve excellent results

**Flexibility and Adaptability**—ability to deal with frequent changes, delays and unexpected events.

**Problem-solving**—ability to troubleshoot and/or identify mechanical problems with machine; must be able to resolve equipment problems within casino standards

**Technical**— ability to operate and perform limited repair on electronic machines; ability to use computer and associated software.

**Dependability**—must be able to follow instructions, respond to direction and keep commitments.

**Education and/or Experience**

High School Diploma or GED required, Two years cash-handling experience preferred  
Proven ability to work with numbers and cash accurately

**Computer Skills**

10 key experience

**Physical, Mental and Environmental Demands**

This individual must be able to lift in excess of 30 pounds on a regular basis. They must be able to work in a smoke-filled environment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Creek Nation Casino applies Native American Preferences in its hiring practices. Must be able to obtain Oklahoma Gaming License. The casino also reserves the right to make changes to this job description.