



Ho-Chunk Nation

Job Description



TITLE: Count Team Member		JOB CODE: CTME
Business	EEO: 6	PAY GRADE: 12
Non-Exempt	No Flex	FUNDING SOURCE: NPD
HO-CHUNK PREFERENCE		

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

Responsible for collecting currency canisters, accurately counting and recording currency from table drop boxes, slot machine bill acceptors and various revenue centers and related activities which ultimately enhances every interaction for our guests and employees; customer service is our top priority for both internal and external guests.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Collect currency boxes from each gaming machine, table games and Off Track Betting and transport to a secure area within the gaming facility, as required by the drop schedule
2. Operate equipment as appropriate for each drop type, including scanners, BPS units, 2 pockets, header cards, etc.
3. Open each drop box and/or bill acceptor canister, count and record all currency and tickets while keeping each unit and each revenue center separate.
4. Strap currency by denomination. Pack as required by facility procedures, and then perform a blind count of currency daily.
5. Reconcile actual drop proceeds to system reports.
6. Complete prescribed Count Forms and transfer forms, as required by facility procedures
7. Drop routes, equipment and schedules will vary depending on business needs. Count Associates must adjust to those changes.
8. Follow all gaming regulations.
9. Performs other duties as assigned by the supervisor within the scope of this job description.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Implements operating plans
Supervisory Accountability	Temporarily fill in for supervisor occasionally
Organizational Accountability	None
Financial Accountability	Accountable for accuracy of the gaming proceeds totals
Customer Accountability	Interfaces with internal/external guests
Freedom to Act	Subject to close monitoring by Supervisor and Surveillance



MINIMUM QUALIFICATIONS

EDUCATION:

1. Must have a high school diploma or equivalent.

ESSENTIAL:

1. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.
2. Must be bondable.
3. Must be able to obtain a gaming license.
4. Must have a valid driver's license, liability insurance, and dependable transportation.

EXPERIENCE:

1. One (1) year experience in a responsible cash handling position is required.
2. One (1) year experience in the knowledge of computer systems, personal computers and applications is preferred.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Working knowledge of gaming operations preferred.
2. Competent at multi-tasking several activities and duties simultaneously.
3. Must have strong problem solving and listening skills.
4. Excellent customer/client relation skills are required. This will require the individual to be able to deal with the general public and employees with tact, courtesy, respect, objectivity and maturity.
5. Ability to learn new equipment and/or technology assigned to department to increase efficiency.
6. Proficiency in oral and written communications.
7. Ability to function in a fast paced environment, under short time constraints, and within established timelines.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.
3. Complies with Tribal regulations, Internal Controls and Count Standard Operating Procedures.

WORKING CONDITIONS

1. Required to work a flexible schedule, including extended hours, weekends, and holidays.
2. Work area is NOT noise or dust free.
3. Must have dexterity in both hands.
4. Must be able to squat, twist, bend, lift, carry, grasp, walk, and stand for long periods of time.

KEY POSITION