

Baraga Property

16449 Michigan Avenue
Baraga, MI 49908
906-353-6623 x4120
Fax: 906-353-8786

**Marquette Property**

105 Acre Trail
Marquette, MI 49855
906-249-4200 x204
Fax: 906-249-9610

Human Resource Office**OJIBWA CASINOS POSITION DESCRIPTION**

JOB TITLE: Count Team

DEPARTMENT: Cage

LOCATION: Baraga/Marquette

SUPERVISOR: Count Team Lead

WAGE: Grade 3/\$9.80 per hour

CLOSING DATE:

The Keweenaw Bay Indian Community does not discriminate on the basis of race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

APPLICATIONS/RESUMES MUST BE SUBMITTED TO:

HUMAN RESOURCE DEPARTMENT
16449 MICHIGAN AVENUE
BARAGA, MI. 49908

Or:

HUMAN RESOURCES
105 ACRE TRAIL
MARQUETTE, MI. 49855

POSITION SUMMARY: This position is responsible for collecting, transporting, sorting, weighing, counting, wrapping and recording the contents of game drop boxes, bill changers and drop boxes to provide revenue numbers and replenish inventory levels. The incumbent must be able to occasionally lift up to fifty (50) pounds. This position is a licensed, non-exempt position and reports to the Count Team Lead. Hours worked will vary, including weekends, nights and holidays.

DUTIES AND RESPONSIBILITIES:

1. Collects, transports, sorts, weighs, counts and wraps monies from the slot machine and table game drop according to set procedures.
2. Compares information contained in drop boxes to data store on computer terminal.
3. Transfers coin from count room to vault for storage.
4. Prepares bank deposit of coin.
5. Wraps vault/bank purchases of coin.
6. Responsible for the general upkeep of the count room.
7. Performs minor repairs and maintenance of count room equipment.
8. Notifies count team lead of malfunctioning equipment.
9. Ensures that keys are picked up on time and count starts promptly.
10. Accurately balances bank, verifies count at end of shift.

11. Adhere to all casino personnel policies, procedures and departmental standard operating procedures, gaming ordinances, NIGA and tribal laws.
12. Performs all other job related duties as assigned by their supervisor.

QUALIFICATIONS/REQUIREMENTS:

- High School Diploma, GED or a High School Certificate of Completion is necessary. This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director/Manager and Human Resources Director).
1. Must be able to be licensed.
 2. Must be willing to work nights, weekends and holidays.
 3. Basic mechanical ability preferred.
 4. Must be able to follow specific instructions accurately, function with a high degree of concentration and handle multiple tasks simultaneously in a fast-paced environment.
 5. Good math and calculator skills are helpful.
 6. Must possess excellent interpersonal and communication skills.
 7. The individual must be able to deal with the general public and fellow employees with tact, courtesy, respect, objectivity and maturity.
 8. Must be willing and able to obtain additional education and training as needed. Must adhere to strict confidentiality in all matters.
 9. Satisfactory work and attendance record required.

PHYSICAL REQUIREMENTS:

1. Frequently sit, stand and walk. Frequently bend/stoop, squat, reach above shoulder level.
2. Continually lift up to thirty (30) pounds and occasionally lift up to fifty (50) pounds.
3. The work environment is **not** smoke, noise or dust free.
4. Employee must pass a pre-employment physical and drug screen. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.

This summary is intended to indicate the kinds of tasks that will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position shall be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of the employee, nor to exclude other duties not mentioned that are of a similar kind.

Updated job description 02/16