ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:
Human Resources Department
909 Packerland Drive
Green Bay, WI 54303

OR MAIL TO:
Human Resources Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900
Fax: (920) 496-7490
Job Line: 1-800-236-7050

APPLY ONLINE AT:
http://oneida-nsn.gov

POSITION TITLE:	Drop/Count Team Member
POSITION NUMBER:	00249
DEPARTMENT:	Accounting
LOCATION:	Various
DIVISION:	Gaming
RESPONSIBLE TO:	Drop/Count Supervisor
SALARY:	NE05 $10.02/Hr
	(Employees will receive 5% below the posted pay rate during their probationary status.)
CLASSIFICATION:	Non-Exempt
POSTING DATE:	September 23, 2013
CLOSING DATE:	Ongoing Recruitment
Proposed Start Date:	Applicants will be placed on a pool and will be notified as positions become available.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Under direct supervision of the Drop/Count Supervisors, this position, in the Drop Area, will collect and transport all gaming machine monies; in the Count Area, will count, wrap, verify, and prepare all monies to be transferred to the vault area. They will perform this by collecting/transporting cash boxes, emptying cash boxes, counting entire contents, and entering all information into a database using a personal computer. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Provide for the delivery of excellent customer service for all internal and external customers of the Drop/Count operations at all times and in all activities. Establish and maintain effective working relationships with all internal and external customers of Oneida Tribal operations. Develop solutions for customer concerns and continually focus on customer service as our top priority.
2. Ensure compliance with all regulatory requirements in all areas at all times. Adhere to established quality, service delivery, customer service, and customer demand expectations. Adheres to all audit, legal regulations/laws and practices.
3. Report equipment problems to on duty supervisor and complete work orders for equipment needing repairs.
4. Maintain daily cash box inventory.
5. Contribute to the team effort.
6. Collect and transport all monies from the Gaming floor to the count rooms, to include, all gaming machines, Table Games, NRT's, and Off Track Betting.
7. Set out all drop boxes for every machine daily, and use tracking software and labeler to specify machine numbers.
8. Pull cash boxes from all gaming machines, NRT's, table games, and off-track betting machines.
9. Replace full cash boxes with empty cash boxes in all gaming machines.
10. Take the full boxes and place them in a secure cart.
11. Ensure all doors on the gaming machines and NRT's are properly closed and secure.

DUTIES AND RESPONSIBILITIES: (Cont.)

12. Ensure all the cart doors are locked and secure after each drop.
13. Work as a key, runner/helper, or cart person as needed in the Drop Area.
14. Pick up NRT fills as needed from the vault.
15. Verify each machine, NRT, and table has been dropped, check all machines and tables by zone, and check floor for coin.
16. Count, wrap, total, verify, and record monies and tickets from all gaming machines, Table Games, NRT's and Off Track Betting.
17. Secure and maintain Gaming Operation revenues.
18. Assist in the machine testing and enter all data upon verification of the physical count.
19. Prepare paperwork and money for transfer to the Vault Area.
20. Open bill validator (BV) boxes, NRT cassettes, and Table Games drop boxes; count all monies.
21. Verify each drop box, NRT BV and/or cassette is completely empty, cleared and set up for next session.
22. Return all empty NRT BV's and cassettes to the vault.
23. Keep contents of drop boxes separate until counted.
24. Place and sort correctly drop boxes for next shift.
25. Record NRT ticket counts and dropped pit fill/credit slips to daily reports and send to Gaming Accounting.
26. Work as verifier or recorder as needed in the Count Area.
27. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
28. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
29. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently sit, stand, walk, use hands to finger, handle, feel, reach with hands and arms. This position requires extensive lifting and bending; employee must frequently lift and/or move up to twenty-five (25) pounds. Prolonged standing and walking may occur.
2. Occasionally stoop, kneel, crouch, or crawl.
3. Must be willing to work 4:00 a.m. to 2:30 p.m. or until drop/count is completed including weekends and holidays.
4. Must be willing to work in an enclosed area for extended periods of time.
5. Work environment is **NOT** smoke, noise, or dust free.
6. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of the gaming division, its governing structure, documents and the relationship to the Oneida Tribe.
2. Knowledge and operational skills of a personal computer and 10-key calculator.
3. Knowledge of mathematical applications and computations.
4. Ability and willingness to be able to cross train in Drop or Count Areas.
5. Ability to travel from Casino to Casino transporting equipment and supplies.
6. Ability to exercise initiative and independent judgment.
7. Ability to handle large sums of money.
8. Ability to communicate efficiently and effectively both verbally and in writing.
9. Ability to establish and maintain good working relationships with individuals of varying social and cultural backgrounds.
10. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
11. Must be willing and able to obtain additional education and training.
12. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
13. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Tribe Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Knowledge of accounting and bookkeeping.
2. Skill with coin counter, coin wrapping machines and currency counters.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Must be eighteen (18) years of age or older.
2. High School Diploma, HSED Diploma, or GED Certification is required within one (1) year of employment. **(Must be enrolled in GED Program prior to the end of probationary period and provide documentation to the HRD Office for employee personnel file.)** Applicants age fifty (50) and older are exempt from this requirement.
3. Good math skills. **(Must pass a math test administered by the Human Resource Department.)**

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of Diploma, License, Degree or Certification upon employment.**