



MUCKLESHOOT INDIAN BINGO



JOB POSTING

Muckleshoot Indian Bingo is an Equal Opportunity Employer but does practice [Indian Preference hiring in accordance with Public Law 93-638, the Indian Self Determination and Education Act.](#)

Muckleshoot Indian Bingo is a drug free work place and all applicants MUST pass a pre-employment drug test.

JOB TITLE: Drop and Count Clerk

HR UPDATE: 11/2021

GAMING LICENSE REQUIRED: Class IIA

GRADE: H08/ \$17.44

STATUS: Hourly, Non-Exempt

POSITION REPORTS TO: Drop and Count Lead

JOB SUMMARY: To perform the secure collection of Drop Boxes in accordance to department policy and procedure. To perform the count and recordation of the contents of the drop boxes, and sort, count and reconcile the cash drop envelopes from the cashier's by department. This job has no management authority.

EDUCATION, EXPERIENCE AND TRAINING FOR POSITION (required / preferred):

- High school diploma or GED equivalent required.
- Bookkeeping, accounting classes, cashiering or bank teller training desirable.
- Computer experience preferred.
-

ON-SITE TEST REQUIRED: *All tests are distributed in person at the Human Resources' Office.*

- Drop Count test (math test).

SPECIFIC SKILLS/KNOWLEDGE/ABILITIES REQUIRED FOR POSITION:

- Demonstrate excellent guest service skills.
- Demonstrate ability to handle multiple tasks simultaneously with speed, efficiency and attention to detail.
- Exhibit ability to work independently and perform clerical assignments with occasional instruction or assistance.
- Demonstrate ability to follow oral and written instructions.
- Demonstrate ability to communicate effectively both verbally and in writing.
- Exhibit basic arithmetic skills.
- Demonstrate ability to work with confidential information and correspondence.
- Ten-key by touch.
- Ability to maintain and record adequate information during course of shift.
- Ability to adequately use a radio and phone throughout the course of shift.
- Must be able to stand/walk for extended period of time, or throughout shift.
- Must pass a background check and drug test.

ADDITIONAL REQUIREMENTS:

- Ability to lift at least 30 lbs., occasionally higher with assistance. May regularly need to lift/ move, push or pull up material or boxes necessary to the job functions, with or without assistance. Position requires considerable and consistent walking/standing on feet.
- Specific vision ability includes close vision, distance vision, color vision, peripheral vision, and depth perception. Visual acuity to discern and examine text, graphics, color and symmetry. Speech to communicate clearly, express ideas and convey information in an understandable manner. Ability to hear for listening comprehension and to understand ideas presented through spoken words and sentences. Manual dexterity to operate office or required equipment and examine or update documents, records, data, instructions, logs, and files.
- Exposure to second hand smoke, moderate to high noise level, bright lights, fluctuating temperatures or weather conditions.

***This Posting is not inclusive all expected qualifications and expectations of this position. The Job Description is available for your review in the Muckleshoot Bingo Human Resources office.**

OPENS: 11/5/2021

CLOSES: When filled