THE TULALIP TRIBES
TGO/QCC/BINGO
JOB DESCRIPTION

JOB TITLE: Bingo Desk Assistant

POSITION NUMBER: TGO 438-08

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

EDUCATION:
[ ] High school diploma or GED equivalent required. * (**Copy of either document must be attached with application**)

SKILLS:
[ ] Good math skills. (**Test required passing with 80%**)
[ ] Ten key by touch.
[ ] Good organizational skills, along with the ability to calmly and effectively handle sudden changes on the bingo floor including staffing changes, customer problems, and employee problems.
[ ] Computer literate.

EXPERIENCE:
[ ] Minimum of two (2) years cash handling experience.
[ ] Minimum of two (2) years experience working with the public utilizing customer relation skills..
[ ] Minimum of one (1) year of Bingo Cashiering experience.

OTHER REQUIREMENTS:
[ ] Knowledge of Bingo operations, policies, and procedures related to assigned activities.
[ ] Will be responsible for the deliverance of the highest level of customer service to guests, VIP's, and co-workers.
[ ] Must attend mandatory guest service training.
[ ] Must be flexible to work both Casino sites, the "New" Tulalip Casino and the Quil Ceda Creek Casino.
[ ] Must be able to obtain a Class II certification, and be licensed, with the Tulalip Tribal Gaming Agency.
[ ] Must be available to work any shift assigned to include days, swing, grave, weekends, and/or holidays.
[ ] Must have a successful employment history with Tulalip Tribes and/or other employment entities.

Physical Characteristics and/or Prerequisites:
[ ] Manual and finger dexterity for handling paperwork and money.
[ ] Ability to sit, stand, and/or walk for an extended lengths of time.
[ ] Tolerance to work in a smoke filled environment.
[ ] Stamina to perform repetitious work.
[ ] Mobility to bend and stoop.
[ ] Mobility to reach overhead to retrieve storage items.
[ ] Strength to lift up to 30 pounds on an occasional basis.
[ ] Ability to cope with stress in a fast paced working environment.

Department: Bingo

Employee Classification: Non-exempt

Job Summary: Performs a variety of general clerical actives in support of Bingo Department operations. Coordinates gaming payout and reconciliation procedures and ensures compliance with established policies, procedures, rules, and regulations.

Employee Reports To: Bingo Session Supervisor or designee

Extent of Job Authority: Under the direction of the Session Supervisor delegates flimsy sales to cashiers and floorworkers in accordance with established policies and procedures.

Specific Duties Performed:
1. Performs a variety of general clerical activities in support of Bingo Department operations; maintain records, and reports relating to Bingo operations.

2. Coordinate gaming payout and reconciliation procedures ensuring compliance with established policies, procedures, rules, and regulations; monitor cash activities from Vault Cashiers with Supervisor using revenue slips; reconcile blackouts, disburse money for winning payouts and record cashiering transactions as assigned.
3. Monitor inventory and stock supplies as needed, rotate Bingo paper to ensure adequate inventory flow.
4. Perform cashiering activities for Bingo games including check cashiering, Bingo card sales, game reconciliation, prize payouts, and Canadian cash exchange as required.
5. Answers telephone calls and directs calls to appropriate personnel, take, retrieve, and relay messages, initiate phones calls to request information as necessary, and answer personnel and guest questions, resolve issues as needed.
6. Operate a variety of office equipment including calculator, copier, cash register, personnel computer, and assigned software, and operate and/or assist in monitoring the performance of electronic Bingo machines.
7. Communicate with other departments, Casino staff, and outside organizations to exchange information and resolve issues or concerns related to assigned activities.
8. Attend meetings and/or training to maintain current knowledge of Casino/Bingo polices, procedures, changes, and/or related issues.
9. Performs other duties deemed necessary or requested by the Bingo Session Supervisor.

Terms of Employment: This is a Regular Part-time position requiring a minimum of 20 hours per week or 1040 hours per year.

Pay Rate: $14.01 per hour

Opening Date: **September 10, 2008**

Closing Date: **September 22, 2008 @ 4:00 pm**

Please return your completed application to the Tulalip Resort Casino Receptionist by the closing date and time.

*** Required documents must be submitted prior to interviewing***