



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

‘Working together as one to Preserve, Promote and Protect our Sche Lang en’

JOB ANNOUNCEMENT

JOB TITLE: Soft Count Specialist
Tribal Gaming Agency (TGA)

OPEN: July 3, 2018

EXEMPT: No

SALARY: \$12.47 to \$13.97 per hour DOE

SHIFT: Day

LOCATION: Silver Reef Casino

DURATION: Regular Full Time

CLOSES: July 11, 2018

JOB CODE:

DIVISION: Policy

DEPARTMENT: TGA

SUPERVISOR: TGA Director

VACANCIES: 1

JOB SUMMARY: Position responsible for observing the Count process for the Silver Reef Casino and ensure compliance with the Tribal State Compact, National Indian Gaming Commissions Minimum Internal Control Standards, and Regulations of the Tribal Gaming Commission. The position will work closely with the Lummi Tribal Gaming Agents and the Tribal Gaming Director, Washington State Gambling Commission and Casino Management.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Work directly under the supervision of the Tribal Gaming Director to accomplish tasks as directed and assigned by the Director and Gaming Commission.
2. Collect appropriate paper work associated with the count process and ensures it is filed appropriately.
3. Maintain logs as directed.
4. Collect records and maintain records as required.
5. Perform functions assigned by the Tribal Gaming Director to ensure the protection of the tribal assets.
6. Function as diplomat, representing the Lummi Nation, in all dealings with employees and representatives from other jurisdictions.
7. Communicate with Gaming Commission employees as required both verbally and in writing.
8. Communicate with Washington State Gambling Commission authorities as required both verbally and in writing.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Be at least 18 years of age
- Must possess or obtain a valid Washington State Driver's license and meet eligibility requirements for tribal insurance, unless ineligible for medical reasons.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Experience and ability to handle and maintain sensitive and confidential matters, information and sensitive documents.

- Ability to define problems collect data, establish facts and draw valid conclusions.
- Ability to work tactfully and impartially with diverse professionals, governing bodies, and other LIBC departments.
- Ability to work independently.
- Possess computer skills and work experience using MS Office suite (Word, Excel, Outlook, Access)
- Ability to communicate effectively via memo, e-mail, and verbally.
- Ability to sit or stand in a small space for long periods of time.

PHYSICAL DEMANDS described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Frequently involves sedentary work.
- Occasionally involves exerting up to 20 pounds force to move objects.
- Occasionally involves lifting and/or moving up to 25 pounds.
- Frequently requires repetitive movement of the wrists, hands and/or fingers
- Frequently requires walking, standing, stair climbing and/or sitting for sustained periods of time to accomplish tasks.
- Occasionally requires raising objects from a lower position to a higher position.
- Occasionally requires stooping or crouching—using the lower extremities and back muscles.
- Must have visual acuity including color, depth perception, and field vision to determine the accuracy, neatness, and thoroughness of the work assigned.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires extensive Criminal Background Check.
- Must be dependable, punctual, reliable and organized
- Must be able to obtain a Category I Gaming License issued from the Lummi Tribal Gaming Commission,
- Due to the Category I Requirements for a Key Employee which has higher standards, must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> or request by e-mail libchr@lummi-nsn.gov
For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.