



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: December 6, 2023

EXEMPT: No

SALARY: (6) \$17.47-\$19.68/hr. DOE

SHIFT: Day

LOCATION: Silver Reef Casino

DURATION: Regular Full-Time

CLOSES: December 13, 2023

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 paperwork 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 21 years of age
- Must possess or obtain a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- 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.

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: <https://www.lummi-nsn.gov/widgets/JobsNow.php> 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.