



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 Agent

Lummi Tribal Gaming Agency (LTGA)

OPEN: July 28, 2026

EXEMPT: No

SALARY:

SHIFT: Varies

LOCATION: Silver Reef Casino

DURATION: Regular Full Time

CLOSES: August 07, 2026

JOB CODE: 4000A

DIVISION: LTGA

DEPARTMENT: LTGA

SUPERVISOR: TGA Director

VACANCIES: 1

JOB SUMMARY: Position will be responsible for observing the Count process for the Silver Reef Casino and ensure compliance with the Lummi Tribal State Compact, National Indian Gaming Commission (NIGC) Minimum Internal Control Standards, Lummi Tribal Ordinances, Washington State RCWs, Regulations of the Tribal Gaming Commission, and Lummi Tribal Gaming Agency Policy and Procedures. Will ensure that the count room is secure during the count and that all count room equipment meets all compact requirements. Will observe and report on all count and machine errors resulting in a notification of monetary error. The position will work closely with the Lummi Tribal Gaming Agents and the Tribal Gaming (Assistant) Director, Washington State Gambling Commission (WSGC) and Casino Management.

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

1. Works directly under the supervision of the Tribal Gaming Director to accomplish tasks as directed and assigned by the TGA Director and the Gaming Commission
2. Collects count paperwork and ensures it is filed appropriately, both physically and electronically
3. Collects records, investigates and reports on all monetary and non-monetary errors
4. Creates incident reports on all violations during the count process
5. At least monthly, performs an audit hand count of at least one table games drop box and 10 slot cash boxes and ensures that the count machine records match
6. Functions as a diplomat, representing the Lummi Nation, in all dealings with employees and representatives from other jurisdictions
7. As directed by the Tribal Gaming Director, plans, organizes, and conducts routine investigations dealing with administrative, licensing, and internal control violations occurring within the boundaries of the Lummi Nation

8. Collects, examines, maintains, and properly accounts for the integrity of any physical evidence obtained
9. Assists with daily activities for CII & CIII gaming requests by the slot department
10. Verifies high payouts and reviews for accuracy and compliance
11. Must be able to follow written and verbal instructions regarding job functions (remote access, and auditing of casino procedures)
12. Performs other duties and tasks as directed
13. Always maintains a high level of ethical behavior and confidentiality

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Must be at least 21 years of age
- Must possess 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:

- Must have the ability to organize work tasks and complete tasks on schedule
- Must be able to handle and maintain confidential matters, sensitive information and documents
- Possesses effective written and oral communication skills
- Must have working knowledge of casino surveillance and security programs
- Must be knowledgeable in Word, Excel, and Access
- Able to obtain First Aid and CPR certification
- Able to obtain a MAST certification
- Able to complete Title 31 compliance training
- Possesses effective written and oral communication skills
- Ability to follow written or verbal instructions
- Ability to remain levelheaded in high stress situations
- Capable of making decisions, analyzing information and evaluating situations to choose the best solution to solve a problem
- Ability to work in a cross-cultural environment

PHYSICAL DEMANDS: The 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 light work: exerting up to 20 pounds of force and/or up to 10 pounds of force and/or negligible amount of force to move objects
- Occasionally lift and/or move up to 25 pounds
- Constantly requires the ability to give and receive detailed information through verbal communication
- Constantly requires verbally expressing or exchanging ideas or important instructions accurately, loudly, or quickly
- Constantly requires working with fingers rather than the whole hand or arm
- Constantly requires repetitive movement of the wrists, hands and/or fingers

- Often requires walking or moving about to accomplish tasks
- Occasionally requires standing and/or sitting for sustained periods of time
- Occasionally requires ascending or descending stairs or ramps
- Occasionally requires raising objects from a lower to a higher position or moving objects horizontally
- Occasionally requires stooping which entails the use of the lower extremities and back muscles
- Infrequently requires crouching
- Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus

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 by Lummi Indian Business Council and the Lummi Tribal Gaming Agency
- Must be willing to work weekends and holidays
- Must be able to pass a drug and alcohol test as required by the Lummi Indian Business Council's Drug & Alcohol-Free Workplace Policy
- Must be willing to work a rotating shift schedule, if required
- Must be willing to work weekends and holidays

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.