



C O R P O R A T I O N

VACANCY ANNOUNCEMENT

RECRUITMENT #: 08-034

POSITION: ASSISTANT CAGE MANAGER

RESPONSIBLE TO: Cage Manager

SALARY: Grade 7 \$32,984 - \$43,037 Annual/Full Benefits
Grade 8 \$36,942 - \$48,201 Annual/Full Benefits

Wage is determined by funding, experience, and training level and normally is not above mid-range.

CLASSIFICATION: Management, Salary, Regular, Full-Time

SECURITY CLEARANCE: High

BENEFITS: Eligible employees (working 32 hours or more) receive medical, dental, and vision insurance, 401 (k) retirement plan, life and accidental death and dismemberment insurance, flexible spending accounts, supplemental life insurance, and employee assistance program. Additional benefits include company paid holidays, sick leave, vacation, paid jury duty, paid bereavement leave, and employee discounts.

INTRODUCTION

The primary purpose of this position is to assist the Cage Manager. The Assistant Cage Manager will be responsible for assisting in the supervision and internal control of the Cage practices in accordance with industry standards, maintaining Cage records and reports, and ensuring that all staff is current in required training standards.

MAJOR DUTIES AND RESPONSIBILITIES

1. Assist in overseeing all Cage operations in coordination with the Cage Manager and the Chief Financial Officer.
2. Responsible for maintaining excellent employee and guest relations.
3. Assist in maintaining, printing and distributing all assigned reports, as requested.
4. Research and resolve discrepancies in cash desks.
5. Provide input to Cage Manager about Cage operations and personnel issues.
6. Maintain a Cash Desk accurately and efficiently.
7. Assist in maintaining employee shift schedules.

8. Initiate disciplinary action in the absence of the Cage Manager.
9. Assist in providing professional supervision and direction to Cage Team Members.
10. Assist in maintaining Cage compliance for Title 31.

ADDITIONAL DUTIES

1. Adheres to Casino standards for guest service and confidentiality.
2. Refers guest problems or complaints to appropriate supervisors according to Casino policies.
3. Reports and documents any observed or known safety hazard, conditions or unsafe practices and procedures to management immediately.
4. Performs other job-related duties as directed.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and understanding of Title 31.
- Ability to communicate orally and in writing. Individual should be able to express self in a clear and concise manner for the purpose of correspondence, reports, instructions, etc.
- Ability to effectively convey information between staff and guests.
- Ability to effectively supervise staff, to define and delegate responsibilities.
- Knowledge of management concepts, principals, and practices applicable to the full range of duties and activities concerned with management, to include personnel, finance, and records management systems.
- Knowledge of standard office practices necessary to provide for the smooth and efficient operation of the Cage. Ability to coordinate and maintain schedules.
- Knowledge and ability to operate computer and various software programs, to include spreadsheet application.
- Knowledge of basic accounting principles and concepts.
- Ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing and prioritizing workload. Knowledge of standard filing systems in order to prepare, file, and retrieve various documents/reports.
- Knowledge and ability in supervisory skills.
- Ability to maintain confidentiality of records and information pertinent to the nature of the work.

SUPERVISORY CONTROLS

The Assistant Cage Manager works under the supervision of the Cage Manager, who provides general instructions. Work is assigned in terms of functional objectives. The Manager will provide guidance with unusual situations that do not have clear precedents.

The employee works independently, resolves problems on the basis of past precedent; exercises judgement in interpreting guidelines and applicability.

QUALIFICATIONS, EXPERIENCE, EDUCATION

- High School Diploma or equivalent. **REQUIRED**
- Non-Indians must be at least 21 years of age. **REQUIRED**
- Enrolled Indians who are at least eighteen (18) years of age. **REQUIRED**
- One (1) year of supervisory experience. **REQUIRED**

- Minimum of one (1) year experience in spreadsheet and word processing application. **REQUIRED**
- Two (2) years cashiering experience. **REQUIRED**
- 10-key operation and basic accounting principles with minimum one (1) year college in related field. **PREFERRED**
- Must submit to and clear a pre-employment Alcohol/Drug Screen. **REQUIRED**
- Must be Licensable by the Klamath Tribes Gaming Regulatory Commission. **REQUIRED**
- Must submit to and clear an extensive Criminal Background Check. **REQUIRED**
- Indian Preference will apply.

APPLICATION PROCEDURES

Submit a *Kla-Mo-Ya Casino Application for Employment* with supporting documentation to:

Kla-Mo-Ya Casino
Attention: Human Resources
34333 Hwy. 97 N.
Chiloquin, OR. 97624

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR KLA-MO-YA CASINO POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Kla-Mo-Ya Casino application, or not including required certification, your application **will not** be reviewed and will be disqualified.

Indian Preference will apply. In accordance with the Kla-Mo-Ya Casino Team Member Handbook, priority selection will be given to the qualified applicants who present proof of eligibility for Indian Preference.

Applications will not be returned.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily all-inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

SPECIAL REQUIREMENTS

Chosen applicants will be required by the Klamath Tribes Gaming Regulatory Commission, to complete a Personal Disclosure Application, which includes photograph and fingerprints, for a background investigation to determine suitability for a gaming license. Must qualify for a gaming license, and must pay Licensing Fee to the Klamath Tribes Gaming Regulatory Commission prior to working.

Revised: 5/8/08 DP