

PIT RIVER CASINO
20265 Tamarack
Avenue
Burney, CA 96013



JAMIE WOLFEN
Administrative Clerk
Phone (530)335- 2334
Fax (530) 335 - 2362

ELEVEN AUTONOMOUS BAND

Job Description

Position: Cage Cashier
FLSA: Non-Exempt
Reports To: Gaming Accountant

Summary of Duties:

Cage Cashier is responsible for the smooth and efficient operation of the area to which he/she is assigned. Cashier needs to have the ability to provide uncompromising customer service to internal/external customer contacts. Ability to work in conditions of fast pace and be detailed oriented.

- Responsible for Slot Jackpot/Fill/Credit Slips, Soft Count Vault Transfers and cash drawer verification sheets
- Exchanges Coin, Cash, Tickets and Checks for Cash
- Ensures that all paperwork and reporting documents are well organized, legible and neat
- Prepare and Inventory Outlet Banks when requested
- Makes sure that all cash handling conforms to Title 31 and the Indian Gaming Regulatory Act as well as Minimum Internal Controls and Policies
- Answer general questions about the Casino asked by customers or the general public
- Secures cash/currency to be deposited at the bank and handles transfers of funds
- Responsible for verification of vault
- Advises and reports to the Cage Manager all instances of suspected violations of department or company policy
- All other duties as assigned

Qualifications:

- Extreme proficiency in handling and counting large sums of money
- Excellent 10-key calculator skills and ability to handle cash transactions in a loud Casino environment
- Excellent attention to detail (e.g. ability to balance cash drawer)
- Superior customer service skills
- Must be able to work in smoke filled environment
- Must have valid Driver's License
- Must have high school diploma or equivalent

ASTARAWI

ATWAMSINI

MADESI

ATSUGEWI

APORIGE

AJUMAWI

HEWISEDAWI

ILLMAWI

ITSATAWI

KOSEALEKTE

HANMAWI