

**YAKAMA NATION PERSONNEL DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-151 Issue Date: 09-02-14 Closing Date: 09-08-14

Soft Count Agent
Yakama Nation Gaming Commission
Department of Compliance
Hourly Wage: \$12.69/Part-Time/Regular

Primary responsibility is to monitor the soft count process while ensuring that pertinent regulations and rules are being adhered to as well as ensuring the prevention of theft. Must maintain a professional standard of conduct compliant with the Team Model and adhere to our Vision and Core Values. This job requires strong adaptability skills and a high degree of self motivation.

Necessary Knowledge and Skills:

- Knowledge of general office practices and procedures.
- Ability to carry out assignments discreetly and in a confidential manner.
- Must be able to work independently, be detailed oriented (written and oral) and maintain an acceptable attendance record.
- Communicate and work in cooperation with the Gaming and Surveillance Agents, Investigator and Electronic Gaming Agent.
- Knowledge and proficiency in computer use.
- Must have excellent organizational skills in order to work within a team-structured office environment and demonstrate the ability to be a team player with all YNGC staff.
- Follow directive, policies and procedures.

General Recruiting Indicators:

- High school diploma or equivalent required. At least one year of consistent employment is necessary. Understanding governmental practices and policies and procedures and success with adhering to them. Any equivalent combination of education and work experience may substitute for required qualifications.

Special Requirements:

- On a yearly basis must pass a background investigation.
- Must pass a pre-employment drug and alcohol test and other random drug and alcohol test as a condition of employment.
- Will be required to sign a confidentiality, Code of Conduct and oath of office agreements.
- This position requires rotating non-traditional work hours and days.
- Compliance personnel may not, upon separation of employment with the Yakama Nation Gaming Commission, work in any capacity within the gaming operation for a period of one year. The Commission may grant special exceptions at their discretion.