



**JOB TITLE:** COUNT ROOM ATTENDANT  
**DEPARTMENT:** FINANCE  
**RESPONSIBLE TO:** COUNT TEAM MANAGERS

**EDUCATION, TRAINING & EXPERIENCE:**

- Must have high school diploma or GED
- No prior experience necessary
- Must have the ability to lift up to 100lbs. and push and/or pull loaded money carts weighing up to 200lbs. or more
- Ability to operate an electric cart and operate coin wrapping machines and coin scale
- Must be able to read, write, speak and understand English
- Must have strong basic math skills with the ability to count money accurately; and
- Must have an upbeat attitude and flexibility in scheduling

**RESPONSIBILITIES:**

- Obtain key for Soft Count from the Cage, notify Surveillance at the beginning of count, and return keys at the end of the shift;
- Participate in Soft Count to ensure the integrity of the count and compliance with gaming regulations and internal controls;
- Compare final count totals with computer input totals; work with Cage for a final blind count;
- Generate reports for the end of each shift and at the completion of the 24 hour period; process and turn in reports and paperwork to accounting in a timely manner;
- Establish a good rapport with cage supervisors, hard count, audit, casino shift managers and personnel in an effort to deal with problems as they arise;
- Ensure the inventory of supplies is adequate and all machinery is in good working order
- Attend occasional meetings or conferences during daytime shift ;
- Participate in a team environment with an upbeat attitude; maintain confidentiality, safety and security standards with the ability to work in confined spaces for lengthy period of time;
- Keep abreast of local jurisdiction gaming laws as well as internal controls, policies and procedures; and
- Perform all other incidental and related duties as required and/or assigned.