

# PARAGON CASINO RESORT

## Job Description

### CAGE CASHIER

<b>Department:</b>	<b>Finance</b>	<b>Reports to:</b>	<b>Cage Supervisor</b>
<b>Job Code:</b>	<b>CSR02</b>	<b>License:</b>	<b>Gaming</b>
<b>Position Code:</b>	<b>CSR002</b>	<b>Costing:</b>	<b>100 1000 1002</b>
<b>Pay Grade:</b>	<b>N4</b>	<b>Date:</b>	<b>10/31/12</b>
<b>EEO-1 Code:</b>	<b>5</b>		

#### **SUMMARY:**

Responsible for balancing various bank drawers within the Cage/Credit Division of the Finance Department, maintaining accuracy throughout all phases of the balancing process.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Accurately balances assigned bank.
- Cashes cash tickets, coupons, chips and gaming tokens into money for guests, in a courteous, timely manner.
- Cashes personal checks and travelers checks for currency.
- Redeems foreign currency, computing accurate exchange rates for the various currency received.
- Processes marker buy-back transactions, providing quality service to each guest.
- Responsible for reviewing all Title 31 documentation in assigned area, monitors all cash movement and reports all suspicious activity to Title 31/Credit Department immediately.
- Maintains a working knowledge of Paragon Casino Resort facilities, as well as special events on property, in order to advise guests of same, whenever possible.
- Assists other Cashiers within the Cage Division of the Finance Department, as needed.
- Answers the phone.
- Facilitates the flow of information throughout the property, by attending regularly scheduled departmental meetings.
- Held accountable, to a high degree, for the accuracy and thoroughness of departmental records and reports.

#### ***Paragon Casino Resort requires all Associates to consistently:***

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Exceed Guests expectations with quality and friendly service.
- Treat all Associates and Guests with respect, dignity, integrity and sensitivity.
- Provide a safe working environment by complying with safety rules and reporting potential hazards.
- Comply with company performance standards and departmental policy and practices.
- Demonstrate pride and professionalism for the property, its goals and the Associate Pledge.

- Support training and development for all Associates.
- Communicate and share ideas, concerns and explain “Why” behind decisions.
- Maintain a consistent, regular attendance record.

### **REQUISITE QUALIFICATIONS:**

The requisite qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** High school diploma or general education degree (GED) required. Some college courses in Banking and Finance or related area preferred.

**Qualifications/Requirements:** Effective communication skills required. Must be extremely numbers-oriented and computer-literate. Must attend Title 31 Training Class and receive a passing score on the testing every six months.

**Must apply for, be granted and retain a valid Tribal Gaming License and State Gaming Certification during their employment with Paragon Casino Resort. Must have understanding of and abide by all regulations as stated in the Tribal-State Compact.**

**Language Skills:** Ability to read, analyze, and interpret basic instructions furnished in written, oral or diagram form. Ability to respond to common inquiries or complaints from guests.

**Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to perform these operations using units of American money.

**Reasoning Ability:** Ability to apply commonsense reasoning to a variety of situations.

**Physical Demands:** The physical demands described here are representatives of those that must be met by an Associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Associate is regularly required to talk or hear. The Associate is also regularly required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools or controls. The Associate is occasionally required to reach with hands and arms, and to sit; climb; and stoop, kneel, crouch, or crawl.

The Associate must frequently lift and/or move up to twenty-five (25) pounds.

The Associate is required to stand for long periods of time.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust to focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an Associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the Associate regularly works near moving mechanical parts.

The noise level in the work environment is usually loud. The casino environment is usually smoky.