

PARAGON CASINO RESORT

Job Description

SPORTSBOOK CASHIER

Department:	Sportsbook	Reports to:	Sportsbook Manager
Job Code:		License:	Gaming
Position Code:		Costing:	100-1600-1611
Pay Grade: N6		Date:	8/17/21
EEO-1 Code: 5			

SUMMARY:

Responsible for accepting wagers and paying winning tickets on all sports events.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Accepts wagers, pays winning tickets and handles mobile account deposits and withdrawals in accordance with company policy.
- Advises Supervisor of any limit or large wagers and unusual betting tendencies.
- Fills out proper 6-A forms as necessary.
- Turns in cash transfers to Casino Cage Cashier as needed.
- Monitors satellites, T.V. screens and sound system.
- Prepares and reconciles cash receipts.
- Places the following tickets into an auditing envelope: sign-offs, fills, voids, paid winners, initial cash balance, turn-in, final cash balance, mobile account deposits and withdrawals and sign-off.
- Maintains knowledge of local jurisdiction gaming laws (federal, state, compact, etc.), sports Wagering and attendant regulations as well as Paragon Casino Resort's internal controls, policies and procedures when supervising.
- Brings disputes and unusual guest activities to the attention of the Supervisor.
- 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.
- Upholds the policies and carries out the instruction of upper management.
- Responsible for voiding tickets and monitoring 6-A reports when supervising.
- Handle minor guest complaints.
- Performs other duties as assigned.

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 and two to six months Book Writer experience or through a combination of previous Writer, and Cashier duties experience preferred. Knowledge of Sports preferred.

Qualifications/Requirements: Demonstrated knowledge of all wager types and payoffs. Must attend Title 31 Training Class and receive a passing score on the testing every year.

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 and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to guests and other associates of the company.

Mathematical Skills: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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 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 the hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl.

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

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