

**Native Village of Barrow
Job Vacancy Announcement**

Open Date: 4-3-2009	Closing Date: Until filled	Job Location: Barrow	
Job Title: On-Call Pull Tab Clerk		Job Start Date:	
Organization Name: Native Village of Barrow		Wage/Salary Range: \$ 20.00	
Regular:	Temporary: Yes	Approximate Duration of Job:	
Rotation Schedule:			
General Duties:	This position is responsible for the daily cash register sales of pull-tabs and keeping track of payouts and playbacks accurately.		
Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Mix and jar all games to be played. 2. Must be knowledgeable of all games being played and value sold during shift. 3. Keep accurate tally and record of games being played. 4. Recount play backs for accuracy from previous shift. 5. Responsible for keeping an accurate and balanced Daily Sales Sheet. 6. Responsible for daily weight sheet. 7. Responsible for daily deposits. 8. Keep work area neat and clean. 9. Dispose of garbage after every shift. <p>Work closely with pull-tab supervisor to insure quality business practices.</p>		
Certification(s)/License(s) Required:	Driver's License		
Knowledge, Skills and Qualifications:			
Must be dependable and reliable.			
Must have ability to operate a cash register and till.			
Must be able to sell and advertise product (pull-tab) and work well with customers.			
Must be 21 years of age.			
Must have High School Diploma or equivalent to G.E.D			
Immediate Supervisor:	Dorothy Mazonna	Gaming Manager	852-4411
	Name	Title	Phone
Refer Candidates To:	Rebecca Brower	HR Director/Admin. Asst.	852-8844
	Name	Title	Fax Number
852-4411	PO Box 1130	Barrow, Alaska	99723
Phone Number	Address	City, State	Zip