



Cow Creek Gaming & Regulatory Commission

Position Description

Position Title: Destruction Officer

Department: Gaming Commission

Reports To: Surveillance Director

FLSA Designation: Non-Exempt

Date Written/Revised: 10/13/09

Pay Grade: 4

POSITION PURPOSE:

Responsible for the destruction and integrity of casino gaming supplies for the card and dice destruction room.

ESSENTIAL FUNCTIONS:

- Inspect, destroy and dispose of controlled gaming equipment and supplies as instructed.
- Maintain accurate inventory logs.
- To document and report all unusual or suspicious events or activities to the Operations Manager, Surveillance Director, Gaming Inspector or Surveillance Supervisor on duty.
- Shred sensitive documents when assigned.
- All other related and compatible duties as assigned by the Operations, Manager, Surveillance Director and/or the Gaming Commission Executive Director.

QUALIFICATIONS:

- High School Diploma or GED, required.
- Ability to obtain a Class III Gaming License.
- Must have good hand eye coordination and be able to identify symbols.

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Position Minimum Requirements

{Continuous -- 67-100% of the day. Frequent -- 34-66%. Occasional - 6-33%. Intermittent -- 1-5%}

1. **SITTING** - (Percent of time or hours per day? Surface? Foot controls?)

2. **STANDING** - (Percent of time or hours per day? Type of surface? Duration at one time?)

3. **WALKING** - (Percent of time or hours per day? Surface? Distance?)

4. **POSITIONS** - (Can worker change positions frequently? Occasionally?)

5. **LIFTING & CARRYING** - (Weight? Type of object(s)? Frequency? Distance?)

6. **PUSHING/PULLING** - (Weight? Type of object(s)? Times per hour? Distance?)

7. **REACHING/HANDLING** - (Use of hands for repetitive fine manipulation? Distance? Overhead reaching? Frequency?)

8. **BENDING/SQUATTING** - (Frequency? From Waist? Knees? Duration?)

8. **TWISTING** - (From what body part(s)? Frequency? How far? Work being done?)

9. **CLIMBING** - (Height? Slope? Number of steps? Frequency? On what? Ladder?)

11. **CRAWLING** - (Surface? Frequency? Distance?)

ENVIRONMENTAL FACTORS - (Include whether job is performed inside or out identifying extremes of cold, humidity, heat, etc. Include any hazards such as noise, light, fumes, dust, vibration, liquids, chemicals, communicable disease, etc.)

Able to work weekends, holidays and/or any shift as scheduled. Able to lift 1 - 50 pounds, color and symbol identification, good hand-eye coordination, gripping hands and fingers, kneeling, lifting (sometimes above head), standing, sitting long periods of time, stooping and twisting of the body occurs daily. Able to work alone for periods of time.

<input checked="" type="checkbox"/>	Sedentary Work	= Prolonged periods of sitting, exerts up to 10 lbs. of force occasionally
<input type="checkbox"/>	Light Work	= Exerts up to 20 lbs. of force occasionally, and up to 10lbs. of force frequently
<input type="checkbox"/>	Medium Work	= Exerts up to 50 lbs. of force occasionally, and up to 20 lbs. of force frequently
<input type="checkbox"/>	Heavy Work	= Exerts up to 100 lbs. of force occasionally, and up to 20 lbs. of force frequently
<input type="checkbox"/>	Very Heavy Work	= Exerts over 100 lbs. of force occasionally, and up to 50 lbs. of force frequently