

CAPITAL DISTRICT REGIONAL OFF-TRACK BETTING CORPORATION

DATE: November 6, 2017
TO: All Columbia County Employees
FROM: Robert Dantz, Vice President of Human Resources
SUBJECT: 1 Senior Position of Mini Parlor Vault Attendant at New Lebanon

TITLE: Mini Parlor Vault Attendant
SALARY: Per Union Contract
BENEFITS: Per Union Contract
QUALIFICATIONS: And/Or Seniority
Temperamentally suited for the position
High school education or its equivalent
Experience in the accountability of money and filling out Reports relating thereto
Experience in supervisory work helpful
Knowledge of OTB rules and regulations
Adaptability to handle customer relations
Adaptability to supervise and handle employee relations
Ability to open and close branch locations and related activities

DUTIES & RESPONSIBILITIES: Open/Close Mini Parlor
Accounting reports in accordance with procedures Established by the accounting department
Full responsibility for the operations of Mini Parlor including security, cleaning, selling and cashing tickets
Customer's relations
Scheduling of employees
Responsibility for the funds in parlor
All other activities necessary to efficiently operate the Mini Parlor
The responsibilities extend to all of the above activities but are not limited to the above list
Must be able to work rotating day and evening shifts where necessitated by branch hours

APPLY TO: Robert Dantz
Vice President of Human Resources
Off Track Betting
510 Smith Street
Schenectady, New York 12305

Applications must be received within ten (10) days of the posting of this notice.