

**Satellite Wagering Facility Admissions/Program Clerk**  
*Essential Task Ratings Results*

<b>Task #</b>	<b>Task Statement</b>
1	Handles negotiable instruments using an adding machine under conditions necessitating rapid transactions for daily programs, Horse Racing forms, and California Lottery tickets.
2	Performs financial record keeping by logging the daily transactions on an Excel spreadsheet for the SWF Supervisor.
3	Performs any combination of general satellite wagering facility admission duties such as collecting passes, administering and checking hand stamps.
4	Provides information and directions to patrons where the tellers are, explain the Program booklet, etc.
5	May be assigned lead responsibility over less experienced employees for purposes of training and answering questions on work procedures.
6	Key into data spreadsheet for daily sales report.
8	Count and distribute periodicals delivered for sales.
10	Fax completed weekly program order.
11	Control the sale of admission and special tickets.
12	Track daily sales of admission and special tickets on an Excel spreadsheet for the SWF Supervisor.
13	Checking proper identification and age requirement to enter the SWF building.