

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Racing Inspector

SERIES NO.:

2491

MAJOR AGENCIES:

Racing Commission

EFFECTIVE DATE

SERIES PURPOSE:

The purpose of the racing inspector occupation is to inspect, identify & investigate track personnel & daily racing program for compliance with licensing requirements of Racing Commission.

At the lower level, incumbents process applications, issue licenses & ensure compliance through inspection & investigation of race track personnel & program activities.

At the higher level, incumbents supervise racing inspectors & coordinate inspection activities for assigned number of race tracks.

CLASS TITLE:

Racing Inspector

CLASS NUMBER:

24911

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of licensing requirements for race track personnel & programs in order to process applications, issue licenses & perform compliance inspections & identifications.

CLASS TITLE:

Racing Inspection Supervisor

CLASS NUMBER:

24915

EFFECTIVE DATE:

06/22/1990

CLASS CONCEPT:

The supervisory level class works under direction & requires thorough knowledge of race track licensure program in order to supervise racing inspectors.

CLASS TITLE Racing Inspector	CLASS NUMBER: 24911	BARGAINING UNIT: 07
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EFFECTIVE DATE:

03/26/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Issues application forms, instructs & assists applicants whose positions require licensure & fingerprinting, checks applications for completeness, receives fees & issues receipts & licenses, checks daily racing program for compliance with licensing requirements, reports irregularities to stewards & judges & attempts to license those in violation.

Prepares pari-mutuel wagering reports at end of each race for state tax purposes, prepares reports on same & daily report for licensing & monies & submits to Racing Commission.

Patrols stable area & checks personnel for identification, compliance with licensing & rules relative to identification & to identify any illegal activity (e.g., presence of drugs, illegal instruments, touts & bookies) & assists in searches of track facilities when necessary.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; law enforcement patrol procedures used in crime prevention*; state laws governing horse racing*; investigative techniques & procedures; addition, subtraction, multiplication, division, fractions, decimals & percentages. Ability to deal with problems involving several variables within familiar context; handle routine & sensitive inquiries from & contacts with racing applicants & track & government officials; prepare meaningful, accurate & concise reports; read, copy & record figures.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition, subtraction, multiplication, division, fractions, decimals & percentages & in reading, writing & speaking common English vocabulary; 1 course or 3 mos. exp. in public relations; 1 course or 3 mos. exp. in investigative techniques & procedures.

-Or equivalent of the Minimum Class Qualification for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Works Saturdays & evenings; works on seasonal basis.

CLASS TITLE: Racing Inspection Supervisor	CLASS NUMBER: 24915	BARGAINING UNIT: EX
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EFFECTIVE DATE:

06/22/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Plans & administers personnel programs to increase operational efficiency, interviews job applicants, supervises racing inspectors, coordinates activities at assigned number of horse race tracks & acts as liaison between horse race track security & Ohio Racing Commission.

Monitors licensing program at horse race tracks & recording & reporting of pari-mutuel wagering for tax purposes & inspects race track operations for compliance; assists &/or conducts investigations to identify any illegal activity.

Maintains files on racing law violators; prepares & presents evidence at commission hearings involving prosecution of violators.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervision*; employee training & development*; interviewing*; state laws governing horse racing; investigative techniques & procedures; public relations; law enforcement patrol procedures used in crime prevention. Ability to define problems, collect data, establish facts & draw valid conclusions; handle routine & sensitive contacts with & inquiries from racing applicants & track & government officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

6 mos. trg. or 6 mos. exp. in Ohio laws governing horse racing; 6 mos. trg. or 6 mos. exp. in investigative techniques & procedures; 1 course or 3 mos. exp. in public relations; 1 course or 3 mos. exp. in law enforcement patrol procedures used in crime prevention; valid driver's license.

-Or 6 mos. exp. as Racing Inspector, 24911; valid driver's license.

-Or equivalent of the Minimum Class Qualification for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Works unusual hours according to horse track racing schedules; requires travel.