

**STATE OF OHIO (DAS)**  
CLASSIFICATION  
SPECIFICATION

**CLASSIFICATION SERIES:**  
Lottery Game Security Specialist

**SERIES NO.:**  
4613

**MAJOR AGENCIES:**  
Lottery Commission

**EFFECTIVE DATE:**

**SERIES PURPOSE:**

The purpose of the lottery game security specialist occupation is to certify nightly & bi-weekly drawings for lottery games & investigate agent discrepancies (i.e., altered or missing instant tickets).

**CLASS TITLE:**

Lottery Game Security Specialist

**CLASS NUMBER:**

46131

**EFFECTIVE DATE:**

03/26/1990

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of lottery drawing procedures & skill in operation of ping pong drawing machines in order to set up & verify proper operation of equipment to certify nightly drawings for lottery games & investigate lottery ticket agent discrepancies.

<b>CLASS TITLE:</b> Lottery Game Security Specialist	<b>CLASS NUMBER:</b> 46131	<b>BARGAINING UNIT:</b> 14
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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.)**

Certifies nightly drawings (i.e., sets up equipment, accounts for proper number of balls for drawing, checks condition of balls, conducts test drawings & signs certification document stating drawing was conducted in accordance with lottery rules & regulations) for daily & bi-weekly lottery games (e.g., daily number, pick 4, super lotto).

Investigates lottery agent discrepancies of redeemed tickets that are suspected of being altered or missing & recommends whether agent should be credited for redemption.

Photographs & fingerprints all applicants under consideration for employment with Ohio Lottery Commission, coordinates background checks with Ohio Bureau of Criminal Identification & Investigation, Highway Patrol & other law enforcement agencies & maintains confidential personnel files.

Inputs all reported stolen instant tickets into lottery roscoe system; verifies winning tickets for "Cash Explosion" drawing; conducts & records all "Cash Explosion" drawings.

Prepares investigative & security reports for submission to supervisor.

Performs variety of clerical tasks for security department (e.g., maintains files; operates word processing equipment & IBM typewriter to produce correspondence & reports; orders, distributes & accounts for use of office supplies).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of lottery rules & regulations relative to drawings\*; addition & subtraction. Skill in operation of ping pong drawing machines\*; fingerprint & photography equipment\*. Ability to define problems, collect data, establish facts & draw valid conclusions; write meaningful, concise & accurate reports; gather, collate & classify information about data, people or things.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Formal education in English & arithmetic that includes reading, writing & speaking English & addition & subtraction.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

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

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.