

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

Lottery Delivery Worker

**SERIES NO.:**

5385

**MAJOR AGENCIES:**

Lottery Commission Only

**EFFECTIVE DATE:**

04/04/1993

**SERIES PURPOSE:**

The purpose of the lottery delivery worker occupation is to operate large (i.e., gross vehicle weight in excess of 26,000 pounds) delivery vehicles in order to transport lottery game tickets, equipment, supplies & mail on statewide routine.

Note: This classification is to be used in Lottery Commission only.

**CLASS TITLE:**

Lottery Delivery Worker

**CLASS NUMBER:**

53851

**EFFECTIVE DATE:**

04/04/1993

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires working knowledge of agency practices & procedures for pickup & delivery & storage of materials & skill in operation of large (i.e., gross vehicle weight in excess of 26,000 pounds) delivery vehicles in order to transport lottery game tickets (e.g., instant), equipment, supplies & mail on statewide route to include nine (9) regional offices.

<b>CLASS TITLE:</b> Lottery Delivery Worker	<b>CLASS NUMBER:</b> 53851	<b>BARGAINING UNIT:</b> 006
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**EFFECTIVE DATE:**

04/04/1993

**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.)**

Operates large (i.e., gross vehicle weight in excess of 26,000 pounds) delivery vehicles in order to transport lottery game-tickets (e.g., instant), equipment, supplies & mail on statewide route to include nine (9) regional offices, picks up unsold tickets from regional offices, ensures returned tickets are accounted for & delivers returned tickets to designated department, maintains accurate records of all deliveries & pick-ups.

Operates warehouse equipment (e.g., electric & manual hand jacks, tow motor trucks) in order to load & unload vehicles; removes damaged/unsold tickets from cartons/bags & feeds into shredder.

Maintains ongoing log of all service provided to assigned vehicle; records daily vehicle mileage; inspects vehicle & provides routine maintenance (e.g., checks oil & oil filter); prepares mail deliveries designated for regional offices.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of agency's practices & procedures & safety & security practices & procedures for pick-up, delivery, storage & destruction of lottery game tickets\*; arithmetic to include addition, subtraction, multiplication & division. Skill in operation of large (i.e., gross vehicle weight in excess of 26,000 pounds) delivery vehicles; warehouse equipment (e.g., electric & manual hand jacks, tow motor trucks)\*. Ability to accurately complete routine forms; lift 50-70 pounds; demonstrate physical fitness.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Class B Commercial Driver's License with air brakes per Section 4506 of Revised Code; 1 yr. exp. in operation of large delivery vehicle (i.e., weight in excess of 26,000 lbs.).

-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:**

Requires overnight travel; exposed to weather variations; exposed to noise.