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.
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.