

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ XX EXISTING POSITION

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Kansas Lottery		9. Position No. K0228161	10. Budget Program Number		450	Position Number K0228161
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Administrative Specialist (Unclassified)			
3. Division Finance			12. Proposed Class Title			
4. Section	For Use By Personnel Office	13. Allocation				
5. Unit		14. Effective Date				
6. Location (address where employee works) City Topeka County Shawnee		15. By	Approved			
7. (circle appropriate time) Full time Perm. 100% Inter. Part time Temp.		Personnel	16. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time) FROM: 8:30 AM/PM To: 5:00 AM/PM			Office	17. Audit Date: By: Date: By:		

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to relocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Matthew Schwartz	Director of Finance	K0222747

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Matthew Schwartz	Director of Finance	K0222747

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Receives general supervision in the performance of assigned work and is expected to perform within guidelines established by the agency. Incumbent is given a moderate degree of latitude in completing work and in identifying potential solutions to problems. Instructions are given verbally and in writing and incumbent is expected to carry out assignments independently.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:) **What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	E = designates essential duties of the position M = designates marginal duties of the position
1. 40% E	Player Payments via SMART SYSTEM: Prepares vendor payment vouchers for all prizes over \$500, ensures completeness, accuracy, and compliance with Accounts and Reports policies and procedures. Prepares daily voucher files for expenditure payments to the Division of Accounts and Reports. Oversees mailing of vendor and prize checks. Prepares vendor check mailing instructions and modifies as needed.
2. 30% E	Winner Claims: This position reviews mailed-in tickets to ensure all required information is complete. For mail-in and walk-in claims between \$50 and \$5,000, uses the winner identification information to verify whether or not a winner is in the State Set-off program. Reviews mail-in claims. If a mail-in claim is incomplete, contacts winner, either by phone or written correspondence, and requests missing information. Reviews returned claim forms for completeness and verification of signature and date. The incumbent handles problems/issues and follows through when a liability is due to the State. Assists winners throughout their winning process.
3. 20% E	Annual File Clean-up and Other Duties: Cleans out old fiscal year vouchers at year-end. Scans miscellaneous daily reports. Files all claims. Boxes up and labels claims to send to record retention. Maintains job procedure documentation. Answers telephone inquiries and performs other related duties as time permits. Attends and participates in agency meetings, trainings, and other activities.
4. 10% E	Authorization of Claim Payments: Enters claims into Lottery computer system and electronically authorizes payment of prize claims. Oversees logging non-winners and expired tickets. Sends correspondence or makes phone contacts requesting information from players that have pending claims.

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title

Position Number

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23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- (XX) Moderate loss of time, injury, damage or adverse impact on health and welfare of others.
- () Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

If accuracy is not at 100% consequences that result include inefficiency, interruption of work flow, and a negative public perception of the Kansas Lottery.

Penalties may incur if tax payments are incorrect or not paid within the designated timeframe.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contact with agency employees, lottery winners. Communicates verbally and in writing. Purpose of communication is to give and receive information, clarify and resolve problems. Employee must be able to communicate in an effective and professional manner.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Standard office environment.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Daily Use of

Telephone

Calculator

PC Computer

Lottery Terminal

Copy Machine (This unit operates as a; PC printer, copy machine, fax machine, and scanner)

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

High School diploma or equivalent

Education or Training - Special or professional

Coursework in accounting, bookkeeping, business, Microsoft Suite computer applications, accounting software preferred.

License, certificates and registrations

Special knowledge, skills and abilities

Demonstrated ability to prioritize work.

Demonstrated ability to effectively work within established guidelines, statutes, regulations, policies, procedures, etc.

Knowledge of object codes, account funding, encumbrances, Accounts and Reports policies and procedures preferred.

Knowledge of accounting software including account funding, encumbrances, coding, vendor files and knowledge of tax payment procedures preferred.

Experience - Length in years and kind

One year experience in general office, clerical and administrative support work. Education in accounting, computer applications, bookkeeping, business, and related fields may be substituted for experience.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

- Must pass extensive background prior to hire and subject to periodic updates.
- Subject to tax clearance upon hire and periodic updates.
- Employees of the Kansas Lottery and designated family members and other persons who reside in the same residence are subject to the provisions of the Kansas Lottery Act, K.S.A. 74-8701 et seq., and the Kansas Expanded Lottery Act, K.S.A. 74-8733 et seq.
- Must complete the Form I-9 upon hire and update and/or re-verify as required.
- By law, any person who holds or has held a license with the Kansas Racing and Gaming Commission may not be employed by the Kansas Lottery within five years after last holding such license.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date