

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: <input type="checkbox"/> NEW POSITION <input checked="" type="checkbox"/> EXISTING POSITION			Agency Number
Part 1 - Items 1 through 12 to be completed by department head or personnel office.			
1. Agency Name Kansas Lottery	9. Position No. K0228100	10. Budget Program Number	
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Enforcement Agent -- Unclassified FLSA: NE	
3. Division Security		12. Proposed Class Title	
4. Section	For Use By Personnel Office	13. Allocation Enforcement Agent	
5. Unit		14. Effective Date	
6. Location (address where employee works) City Topeka County Shawnee		15. By	Approved
7. (circle appropriate time) Full time XX Perm. 100% Inter. Part time Temp.		16. Audit Date: By: Date: By:	
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 5:00 AM/PM	17. Audit Date: By: Date: By:		450 Position Number K0228100

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
Kenneth McGovern	Acting Director of Security	K0232241
Kenneth McGovern	Acting Director of Security	K0232241

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.

Highly specialized work in the field of law enforcement within the state lottery. Employee is responsible for enforcing the laws of the State of Kansas; particularly those pertaining to the operation of the Kansas Lottery. Work is completed with a great deal of latitude. Employee follows guidelines in proper investigation methods in performing daily work. Assignments given by the Director of Security are carried out independently by the agent with work reviewed for results.

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	<p>E = designates essential duties of the position M = designates marginal duties of the position</p>
1. 45% E	<p>Conducts investigations and enforces laws of the State of Kansas, particularly those pertaining to the operation of the Kansas Lottery. Investigates criminal violations of altered or counterfeit lottery tickets, stolen tickets and related situations; conducts background investigations of vendors, retailers and potential employees as required by statute and policy; conducts retailer ADA compliance surveys and/or works with others on same, interviews victims and suspects during criminal investigations to obtain information; inspect retail businesses to ensure proper compliance with rules and agency policy and procedure. Work is reviewed periodically for compliance and results. Provides back up to various security department staff to ensure department work is completed in a timely manner without interruption. These duties include and are not limited to screening mailed and walk-in winner claims at headquarters to determining validity of claims and any action needed, testing the uninterrupted power supply system (U.P.S.) and building generator on a weekly basis and taking appropriate action to ensure proper operation, addressing facility security issues, escorting visitors, to name a few.</p>
2. 20%E	<p>Provide security for ticket printing, ticket transport and delivery, at headquarters and at various special promotional drawings and events. Will also provide security during MUSL drawing out of balance occurrences. Security is provided to maintain integrity and to guard against compromise of the lottery. Security is maintained through the inspection of vendor printing plants to insure compliance with specifications; video, recording equipment, proper alarming equipment and observation; and securing draw equipment.</p>
3. 20% E	<p>Write reports to document and communicate investigative findings by assembling information gained through investigations and interviews and preparing a concise and factual document. Execute subpoenas, warrants of arrest and execute search warrants as necessary. Appear and testify as a witness in court on behalf of the Kansas Lottery.</p>
4. 10% E	<p>Establish effective working relationships with the KBI, Kansas Highway Patrol and local law enforcement. Work with the KBI laboratory for finger printing and quality control analysis of tickets to identify possible ways to alter or forge tickets; utilize computer link-ups to access criminal telecommunications network and NCIC for investigations; work with local law enforcement where crimes have occurred to coordinate investigations and prosecution in individual jurisdictions.</p>
5. 5% E	<p>Participate in agency and department training activities and meetings. Performs other duties as required.</p>

-
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
--------------	------------------------

May direct the work of other law enforcement personnel assisting in investigations.

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.
- 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.

Inaccurate investigations could cause adverse impact on the operation of the lottery and have severe legal consequences. Failure to follow and enforce security procedures could result in compromise of lottery games and drawings.

Employee is trained and certified to carry a firearm.

Inadequate oversight and administration of the computer security program could permit compromise of the agency computer data, resulting in major disruption of operation.

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

Daily contact with other state agencies, city, county, and state law enforcement and the general public. Contacts are for the purpose of investigating, gaining cooperation, persuading and advising.

Daily contact with lottery staff and vendors to give or receive information and/or carryout responsibilities.

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

Standard office environment. However, employee is a law enforcement officer, empowered to make arrests and authorized to carry a firearm. The possibility exists for serious injury to the employee or others.

Responsible for building evacuation in the event of a fire alarm, tornado warning or bomb threat.

Work performed by this position will require working non-traditional work hours, including evenings and weekends, and stand-by. Work activities may also require holiday work which must be approved in advance. Incumbent may be required to work long work days.

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

Computer Terminals, telephone, cellular phone, State vehicle, hand two-way radio, camcorders, cameras, firearm, draw equipment, TV monitors and building alarm equipment.

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 education or equivalent.
 - Graduation from an accredited college or university with coursework in law enforcement or criminal investigation, or related field, preferred.
-

Education or Training - Special or professional

- 400 hours law enforcement training required.
 - Forty hours annual law enforcement training required.
-

License, certificates and registrations

- Must be a Kansas Certified Law Enforcement Officer at time of hire.
 - Valid Kansas Driver's License required at time of hire .
-

Special knowledge, skills and abilities

- Demonstrated ability to work independently required.
 - Demonstrated organizational skills required.
 - Demonstrated good report writing abilities including grammar and punctuation required.
 - Knowledge of and demonstrated ability with computer programs such as Microsoft Excel, Word, Publisher and Access and demonstrated skill with same required.
 - Demonstrated ability to tactfully deal with the public and with peers under stressful situations required.
 - Demonstrated ability to positively work as a member of a team required.
 - Knowledge of federal, state and local law enforcement agency procedures required.
 - Skill in use of procedures and processes to protect persons and property required.
 - Skill in investigative records management required.
 - Demonstrated ability to read, analyze and interpret complex documents required.
 - Demonstrated ability to apply general mathematical concepts to practical situations required.
 - Demonstrated ability to define problems, collect data, establish facts and draw valid conclusions. required
 - Demonstrated display of high standards of ethical conduct and exhibited honesty and integrity required.
 - Demonstrated ability to work and communicate with internal and external clients and customers to meet their needs in a polite, courteous and cooperative manner and commitment to quality service required.
 - Demonstrated display of a high level of initiative, effort and commitment towards completing assignments efficiently required.
 - Demonstrated ability to work with minimal supervision, to behave responsibly, and to pay attention to detail required.
 - Demonstrated ability to encourages and facilitate cooperation, pride, trust and group identity and to foster commitment and team spirit required.
 - Knowledge of internal security systems preferred.
 - Knowledge of abuses common to lottery and other legalized gaming activities, preferred.
-

Experience - Length in years and kind

- Minimum or three (3) years of Law Enforcement experience with a working knowledge in conducting background, criminal, and internal investigations required.
-

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 take and pass a drug screening test approved by the State of Kansas Office of Personnel Services prior to hire and subject to periodic updates.
 - Must pass extensive background prior to hire, including from outside agencies, and maintain minimum security-related qualifications for access to an off-site data center. Subject to periodic updates.
 - Subject to tax clearance upon hire and subject to periodic updates.
 - Employees of the Kansas Lottery and designated family members 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 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