

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.				Agency Number
CHECK ONE: <input type="checkbox"/> NEW POSITION <input type="checkbox"/> 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. K0120655	10. Budget Program Number	
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Assistant Attorney General		
3. Division Executive		12. Proposed Class Title		
4. Section Executive	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.		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:		

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Position Number
K0120655

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
Stephen Durrell	Executive Director	K0120583

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Stephen Durrell	Executive Director	K0120583

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.

This position will work with considerable latitude under the general direction of the Executive Director as assigned by the Attorney General's Office. Assignments will be dictated by the legal situations that arise from the operation of the Kansas Lottery.

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	
1. 50% E	Provide legal services and advice to the Executive Director and the Kansas Lottery staff on all legal matters that arise in the course of the lottery's operation including enforcement of criminal and civil provisions of the Kansas Lottery Act. Drafts rules and regulations, requests for proposals and contracts, proposed legislation and assists in the presentation of proposed legislation to the state legislature. Reviews state and federal legislation affecting the lottery.
2. 15% E	Assists the Administration Division in legal matters that may occur as a result of the operation of the lottery including contract matters, payment of claims, collections, or other situations that may occur.
3. 15% E	Assists the Sales and Marketing Departments on legal issues concerning promotions, advertising, game development and sales operations as needed.
4. 10% E	Assists the Personnel Department on matters involving lottery personnel and in administering the Americans with Disabilities Act (ADA) as it applies to the Kansas Lottery and to lottery retailers.
5. 05% E	Assists Procurement Officer concerning contractual matters which includes reviewing language of contracts, leases and other documents that may affect the Kansas Lottery operations.
6. 05% E	Assists the Security Division by advising on investigative matters, including court proceedings that may arise as a result of an investigation.
	E = designates essential duties of the position M = designates marginal duties of the position

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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.
 - () Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
 - (X) Major program failure, major property loss, or serious injury or incapacitation.
 - () Loss of life, disruption of operations of a major agency.
- Please give examples.

Failure to carry out responsibilities could result in legal and financial repercussions for the agency.

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

The State of Kansas Attorney General's Office, State of Kansas Legislature, Governor's Office, other state officials as needed to answer legal and other questions and to promote proposed legislation and the Kansas Lottery image. Lottery employees and agency officials to answer legal and other questions, discuss games, rules, contracts, promotions, etc., concerning legality and perception. Representatives from other agencies, legislature, vendors, for receiving and providing information.

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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.

PC – daily

Pager - occasionally

Telephone – daily

Tape recorder – as needed

State Vehicle – occasionally

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

Education or Training - Special or professional

Certificate of admission to the Bar of the Supreme Court of Kansas and independent complex work experience in licensed law practice.

License, certificates and registrations

Special knowledge, skills and abilities

Experience - Length in years and kind

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.
 - Ability to analyze legal documents and instruments; ability to analyze, appraise, and organize facts, and evidence and ability to present such materials in clear and logical form; ability to deal tactfully and effectively with administrative officials, governmental officials, fellow employees, court officials and the public; ability to understand and interpret constitutional provisions, statutes, administrative regulations, and precedents.
 - **Must pass extensive background prior to hire and 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.**
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Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date