

Job Posting Preview

Requisition ID: 36000590-51191369-20100719091505
Working Title: LOTTERY MARKETING SPECIALIST III
Broadband Class Level: LOTTERY MARKETING SPECIALIST III
Broadband/Class Code: 313707
Position Number: 36000590
Annual Salary Range: \$24,817.20 - \$41,952.96
Announcement Type: Open Competitive
Facility:
Pay Grade/Pay Band: 31012

Closing Date: 8/6/2010

ALL APPLICANTS SHOULD COMPLETE THE ON-LINE APPLICATION PROCESS. IF ASSISTANCE IS NEEDED TO APPLY FOR THIS POSITION, OR IF YOU REQUIRE AN ACCOMODATION BECAUSE OF A DISABILITY IN ORDER TO PARTICIPATE IN THE APPLICATION PROCESS, PLEASE CALL THE PEOPLE FIRST SERVICE CENTER AT 1-877-562-7287. IF YOU ARE UNABLE TO COMPLETE THE ON-LINE APPLICATION PROCESS, A STATE OF FLORIDA EMPLOYMENT APPLICATION MAY BE FAXED TO 904-636-2627. IF AN APPLICATION IS FAXED, YOU MUST CALL THE PEOPLE FIRST SERVICE CENTER TO RESPOND TO THE QUALIFYING QUESTIONS BEFORE THE POSITION ADVERTISEMENT CLOSING DATE. RESPONSES TO THE QUALIFYING QUESTIONS ARE REQUIRED TO BE CONSIDERED FOR THIS POSITION. ANSWERS TO THE QUALIFYING QUESTIONS MUST BE VERIFIABLE BASED ON YOUR SUBMITTED APPLICATION.

THE STATE OF FLORIDA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. PURSUANT TO CHAPTER 295 FLORIDA STATUTES, VETERANS AND SPOUSES OF VETERANS MAY RECEIVE PREFERENCE IN EMPLOYMENT AND ARE ENCOURAGED TO APPLY.

WE HIRE ONLY U.S. CITIZENS AND LAWFULLY AUTHORIZED ALIEN WORKERS

General Description

Positions allocated to this class perform a variety of duties in the District offices of the Florida Lottery. These include warehouse duties, customer service functions, and clerical duties.

Examples of Work Performed (Note: The omission of specific statements does not prevent management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Validates and pays winning claims using the Fortune system.

Assists players by responding to questions relating to prize payments and validation, winning numbers, and the sale of Lottery tickets.

Performs daily and weekly Fortune system opening and closing procedures.

Performs daily and weekly cash procedures including reconciliation and documentation, deposits, and adjustments.

Develops and maintains a records retention schedule for a district office.

Maintains or assists in maintaining an accurate inventory of all Lottery merchandise items issued to an assigned District and accurately records all transactions to appropriately account for these items as prescribed by established policies and procedures.

Assists in conducting and supervising daily administrative and fiscal activities or special projects.

Performs special assignments, research, and report preparation.

Processes a variety of routine correspondences, investigates subject matter, and prepares responses. Reviews records and reports, which require action and recommends solutions and courses of action.

Compiles and analyzes data for administrative decisions.

Reviews and coordinates implementation of statutes, rules, regulations, policies, and procedures.

Provides assistance to district office management in the analysis and research on a variety of administrative matters.

Reviews and maintains vehicle logs to ensure maintenance is completed according to policy and procedure.

Performs general warehouse duties including loading and unloading of merchandise, which includes moving up to 50 pounds.

Receives inventory shipments.

Prepares outgoing inventory for shipment.

Issues inventory items to staff, and maintains accounting of warehouse inventory.

Provides assistance to Sales Representatives at special promotional events.

Maintains Florida Lottery policies and procedures on a current basis and processes or assists other employees with the processing of routine matters by obtaining interpretations of these policies and procedures.

Represents the supervisor at meetings to furnish or obtain information.

Operates a motor vehicle as required to fulfill the duties of the position, which may include overnight trips.

Provides input and recommendations for the unit's budget.

Knowledge, Skills, and Abilities (Note: Additional knowledge, skills, and abilities may be applicable for individual positions.)

Knowledge of the methods and techniques for compiling, classifying, and analyzing data.

Knowledge of the principles and techniques of effective communication.

Ability to set-up and breakdown promotional props, display items, and equipment, weighing up to 50 pounds.

Ability to write simple correspondence in a concise and organized manner.

Ability to plan, organize, and coordinate work assignments.

Ability to operate office equipment.

Ability to travel as required by the position, which may require operating a motor vehicle and overnight travel.

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

Ability to solve practical problems and deal with a variety of concrete variables.

Ability to establish and maintain effective working relationships with others.

Minimum Qualifications

An Associates Degree in Business Administration, Accounting, Communications, or a closely related field of study and two (2) years of related business or customer service experience, **-OR-**

A High School Diploma or its equivalent and four (4) years of related business or customer service experience.

College coursework as described above may be substituted for work experience. College coursework will be considered the equivalent to related work experience at the rate of thirty (30) semester or forty-five (45) quarter hours on a year for year basis.

****Additionally, anyone assigned to this class must possess and maintain a valid driver's license.**

Requirements:

Closest Major City Tampa

Region/County Hillsborough County