



## WYOMING LOTTERY POSITION DESCRIPTION

|                        |                                |                       |                    |
|------------------------|--------------------------------|-----------------------|--------------------|
| <b>POSITION TITLE:</b> | Security / Drawing Coordinator | <b>FLSA STATUS:</b>   | Non-Exempt         |
| <b>CLASS TITLE:</b>    | Security Specialist            | <b>POSITION TYPE:</b> | Hourly / Part-time |
| <b>REPORTS TO:</b>     | Security Manager               | <b>REPORTS TO:</b>    | Security Manager   |

### Position Purpose

The Security / Drawing Coordinator is responsible for ensuring drawing-related activities are performed in an effective manner and in accordance with the laws, rules, policies and procedures relating to the Lottery drawing process. The work includes, but is not limited to: performing the drawing duties, ensuring the security Lottery headquarters and providing copy of reports to Lottery Officials. Failure to perform the duties of the Security / Drawing Coordinator could jeopardize the honesty and integrity of Lottery games resulting in negative public perception and loss of sales and revenue.

### Job Scope

Under general supervision of the Security Manager, this position requires the ability to work independently and with others while performing a variety of functions, within specific and general guidelines. The work is guided by Wyoming Revised Statutes, Wyoming Lottery Administrative Rules, and Multi-State Lottery (MUSL) Minimum Standards.

### PRINCIPAL ACCOUNTABILITIES (\*ESSENTIAL FUNCTIONS):

1. Perform primary Security / Drawing Coordinator duties.

Typical Activities:

**Powerball & Mega Millions**



Process Lottery's information to MUSL for the purpose of the Powerball & Mega Millions drawings: observe pool closure, balance sales, witness the receipt of manually drawn and auto-generated game numbers, balance winners, and notify media.

Train backup Drawing Officials on the overall drawing process, including demonstrations of drawing process and instruction in procedures, documents, and forms.

Maintain schedules, supplies, and equipment in the Drawing Room and communicate with the Security Manager regarding equipment maintenance and issues.

Coordinate and communicate draw activities with gaming vendor.  
Contact ICS vendor if applicable to ensure the draw is in-balance.

**General -**

Maintain confidentiality of drawing materials.

**2. Provide and maintain the security of Lottery headquarters.**

Typical Activities:

Prior to performing the duties of the Drawing Coordinator and entering Lottery headquarters, scan the office for abnormalities and ensure the location is secure. Immediately report any security breach and call the authorities if necessary.

Maintain the security of the Drawing/ICS room.

**ADDITIONAL RESPONSIBILITIES:**

**3. Participate in special projects as needed.**



4. Provide backup support to the Security Manager who handles retailer investigations. Observe strict confidentiality regarding all activities and responsibilities.
5. Work with other department personnel to maintain efficient departmental work flow.

### **INTERPERSONAL CONTACTS:**

The Security/Drawing Coordinator generally works independently and will be in regular communications with the Security Manager and Officers as needed.

### **JOB CONDITIONS:**

Work is primarily conducted in an office environment that includes noise and heat generated by computer equipment. Tasks require the ability to move equipment on wheels up to 300 pounds. Driving at night and during inclement weather is required.

### **RECOMMENDED QUALIFICATIONS:**

An Associate's Degree in Business, Computer Science, Law Enforcement or related field; and two years of experience writing and interpreting policies, procedures, Wyoming laws and utilizing basic computer programs.

Or..

Three years of Law Enforcement experience and two years of experience in writing and interpreting policies, procedures, Wyoming laws and utilizing basic computer programs.

Preference may be given to individuals who have law enforcement background.



## OTHER QUALIFICATIONS:

- Demonstrated knowledge and application of procedures and techniques to collect, organize and report information in both narrative and statistical formats.
- Skill in data entry.
- Skill in communicating, both orally and in writing, to a variety of individuals, answering questions, and explaining information or decisions; and maintaining effective relationships with agency employees and the general public.
- Skill in applying and explaining laws, rules, policies and procedures.
- Skill in exercising independent judgment in making appropriate decisions concerning work methods; effectively performing multiple and diversified tasks while and meeting deadlines.
- Skill in self-defense.
- Demonstrated ability maintaining confidentiality of agency records.

**This position summary indicates the general nature and level of work assigned to this job. It is not designed to contain all responsibilities and qualifications.**