

# ***JOB VACANCY NOTICE***

Texas Lottery Commission  
P.O. Box 16630, Austin, Texas 78761-6630  
Telephone: (512) 344-5000

## **Drawings Specialist**

**Posting Number:** 080120

**Posting Date:** 09/17/2020

**Closing Date:** Open Until Filled

**Salary:** B19, \$42,244 - \$43,617/yr.

**Number of Vacancies:** 1 Full Time

**FLSA Status:** Non-exempt / Program Specialist III (1572)

**Division:** Lottery Operations

**Work Location Address:** 611 East 6<sup>th</sup> Street, Austin, TX 78701

**Refer to:** Human Resources

**Telephone:** (512) 344-5000

### **Job Summary:**

Performs complex (journey-level) consultative services and technical assistance work. Work involves planning, developing, and implementing the agency's drawings program and/or providing consultative services and technical assistance to program staff, contracted vendors, other governmental agencies, community organizations, and the general public with an emphasis on conducting lottery drawings. Works varied schedules, including nights, weekends, and holidays. May provide guidance to others. Performs all duties and responsibilities in a manner that exemplifies the agency's core values of integrity, responsibility, innovation, fiscal accountability, customer responsiveness, teamwork, and excellence. Works under general supervision with moderate latitude for the use of initiative and independent judgment. This position reports directly to the Drawings Section Supervisor.

### **Minimum Qualifications:**

- Graduation from an accredited four-year college or university is required. (Experience providing technical assistance to the public or program support work, in excess of the required two years, may substitute for college on a year-for-year basis.)
- Two years experience providing technical assistance to the public or program support work to internal and/or external customers is required.
- Requires working irregular hours: varied schedules, including nights, weekends, and holidays.
- Requires travel for job-related purposes. (Use of personal vehicle for work related travel is required in compliance with State and Agency travel rules and procedures. Work location is assigned at Texas Lottery Commission Headquarters, but other possible work locations include the Lottery Operator's Data Center, Drawing Production Studio, and the Lottery Warehouses.)
- Experience with personal computers to include experience with Microsoft Word, Microsoft Excel, Microsoft Outlook or other email applications, multi-user databases, and the Internet is required.
- Applicants selected for final interviews must pass a television air-check in order to be considered for selection.
- Experience in a studio production environment is preferred.
- Experience in program planning, development, and implementation is preferred.
- Experience managing multiple projects is preferred.
- Previous lottery experience is preferred.

### **Knowledge, Skills, and Abilities:**

- Knowledge of the Texas Lottery Act enabling legislation.
- Knowledge of local, state, and federal laws relating to the program area.
- Knowledge of public administration and management techniques.

- Knowledge of program management processes and techniques.
- Knowledge of common office practices and procedures.
- Strong verbal communication and writing skills.
- Skill in the use of a personal computer, standard office equipment, and computer software.
- Ability to manage multiple projects, organize competing priorities, follow instructions, and meet strict deadlines.
- Ability to thoroughly review and proof complex information with attention to detail.
- Ability to prepare correspondence, reports, and/or documents.
- Ability to work effectively in a team environment with individuals of diverse groups.
- Ability to establish and maintain effective working relationships with Commission management, other Commission employees, vendors, and the general public through effective verbal and written communication.
- Ability to interpret and apply Texas Lottery Commission and Drawings policies, procedures, and regulations.
- Ability to exercise good judgment and make sound decisions affecting the operation of department functions.
- Ability to present themselves with poise and maintain professional presentation for on-camera drawing duties.
- Ability to gather, assemble, correlate and analyze facts in order to devise solutions to problems.

**Physical and Mental Requirements:**

- Must be able to operate standard office equipment and computer software.
- Must be able to work well in stressful situations under strict deadlines.
- Must be able to lift and push and pull drawings equipment weighing up to 25 lbs.
- Must be able to perform repetitive tasks, stooping, bending, standing, sitting, performing data entry, and typing for extended periods of time.

**Essential Job Functions:**

- Provides support and collaborates in the planning, development, necessary training, implementation, analysis and documentation of the Texas Lottery's drawings program.
- Performs a variety of technical and administrative activities related to the drawings program.
- Performs all aspects of drawings (i.e. draw game drawings, internet entry second chance drawings, retailer incentive drawings, etc.) thru the implementation and interpretation of the drawings procedures as determined by the Drawings Section Supervisor, Drawings and Validations Manager, and the Lottery Operations Director; provides an on-air presence during draw game productions; and ensures that all approved guidelines and correct procedures are followed and appropriate forms are completed.
- Conducts surveys, inspections, or reviews to determine compliance with certification requirements, policies, and procedures.
- Monitors, reviews, and evaluates compliance with program policies and procedures, statutes, and rules for the drawings program.
- Assists in the collection, organization, analysis, and/or preparation of materials in response to requests for program information.
- Assists in analyzing the applications and variations of programs to develop an action plan for improvement or initiate new programs.
- Studies and analyzes operations and problems and prepares reports of findings and recommendations.
- Reviews and assists in evaluating information on service delivery system methods, outputs and activities in order to identify gaps in resources and recommend improvements.
- Provides consultative services and technical assistance to plan, implement, and monitor effective programs and recommends and coordinates activities to produce a more effective drawings program.
- Schedules and/or performs internal and/or external independent ball weighing; conducts testing; performs data entry; compiles information; and prepares reports on machine and ball set testing.
- Works with the Drawings Section Supervisor and collaborates with other staff in determining trends and resolving technical problems.
- Prepares or assists in the preparation of administrative reports, studies, and specialized research projects; and evaluates research findings relative to specific projects being developed.
- May develop policy and procedure manuals, prepare justifications for and respond to inquiries regarding policies and procedures, and assist in implementing policy and procedural changes.
- Performs all duties and responsibilities in a manner that exemplifies the agency's core values of integrity, responsibility, innovation, fiscal accountability, customer responsiveness, teamwork, and excellence.
- May provide guidance to others.
- Performs other related duties as assigned.

**RELATED MILITARY OCCUPATIONAL SPECIALTY CODES:**

Veterans, Reservists, or Guardsmen with a MOS or additional duties or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are encouraged to apply.

Additional Military Crosswalk information can be accessed at:

[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

**HOW TO APPLY:**

Each position applied for must have a separate State of Texas Application for Employment submitted referencing the above position number and title by application deadline to:

Texas Lottery Commission  
Human Resources Department  
Post Office Box 16630  
Austin, Texas 78761-6630

This application may be obtained at the Lottery Headquarters, any Lottery Claim Center, or Texas Workforce Commission offices throughout the State. A completed State of Texas Employment application must be received in our Human Resources office or any Lottery Claim Center statewide by 5:00 p.m. of the closing date stated on the job posting.

Applications submitted via express or overnight delivery mail services should be mailed to the following address:

Texas Lottery Commission  
Attention: Human Resources  
611 East 6th Street  
Austin, Texas 78701

Applications may also be submitted electronically through the Texas Workforce Commission's [workintexas.com](http://workintexas.com) online system by 11:59 p.m. of the closing date stated on the job posting. When a job opening is posted open until filled, it is best to apply as soon as possible, as the posting may close or be placed on-hold at any time with or without prior notification. Applications will NOT be accepted via fax or email.

Applicants are solely responsible for timely delivery of applications by the deadline.

**Proud of Our Diversity - Committed to Equal Employment Opportunities**

Applications are not accepted unless submitted for a particular position. Resumes will not be accepted in lieu of the State of Texas application. Only applicants who are invited to interview for the position will be advised of the outcome of the selection process. Tele-conferencing or video-conferencing may be provided for distant interviewees. Selection for the position will be subject to an extensive criminal background investigation. In accordance with legislation effective September 1, 1999, male candidates aged 18 to 25 are required to show proof of selective service registration (or exemption) prior to an offer of employment. Such proof is not required to be filed with an application but must be provided upon request by the Human Resources office. The State Lottery Act contains provisions that set out causes for rejection if applicable. All positions serve at the will of the Executive Director. Job line information is 1-800-375-6886. Persons with a disability needing special services should call 512-344-5000 three (3) days in advance so that appropriate arrangements can be made.

**E-Verify**

This employer participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.