

JOB VACANCY NOTICE

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

Legal Compliance Specialist

Posting Number: 020119

Posting Date: 02/15/2019

Closing Date: Open Until Filled

Salary: B17, \$36,976 - \$47,688/yr.

Number of Vacancies: 1 Full Time

FLSA Status: Non-exempt / Program Specialist I (1570)

Division: Charitable Bingo Operations

Work Location Address: 611 East 6th Street, Austin, TX 78701

Refer to: Human Resources

Telephone: (512) 344-5000

Applicants that previously applied for Posting Number 120218 will be considered and need not reapply.

Job Summary:

Performs routine (journey-level) consultative services and technical assistance work related to the division's compliance process. Work involves assisting with planning, developing, and implementing the Division's compliance program; researching, analyzing, investigating, and drafting compliance correspondence and legal documents; performing administrative support work; assisting compliance coordinator and responding to requests from agency attorneys. Inputs, retrieves, and monitors information from the agency's automated Compliance Activity Monitoring Process (CAMP) and Bingo Operations System Services (BOSS) system. May train others. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. This position's daily activities are coordinated by the Compliance Services Coordinator and reports directly to the Charitable Bingo Operations Director.

Minimum Qualifications:

- Graduation from an accredited four-year college or university with major coursework in criminal justice, legal studies, government, public or business administration, or a related field is required. (Experience in program planning, development, and implementation or compliance experience may substitute for college on a year-for-year basis.)
- Experience in program planning, development, and implementation is preferred.
- Compliance processing experience is preferred.
- Experience conducting legal research, including computerized legal research is preferred.
- Experience with Microsoft Word, Microsoft Excel, and Microsoft Outlook or other email application software is required.
- Willingness to work irregular hours, evenings, weekends, and holidays as workload may require.
- Willingness to travel up to 10% as required.
- Typing skills with an accurate speed of 30 wpm is preferred.
- Experience with a legal case management system is preferred.

Knowledge, Skills, and Abilities:

- Knowledge of Bingo Enabling Act and Charitable Bingo Administrative Rules.
- Knowledge of Texas Lottery Commission rules, policies, and procedures.
- Knowledge of program planning and implementation.
- Knowledge of terminology, research methods and techniques, and administrative and court procedures.
- Knowledge of office management principles and practices.

- Proficiency skills in spelling, punctuation, sentence structure, and grammar.
- Skill in the use of legal guides and reference materials.
- Skill in the use of personal computers and computer software.
- Skill in exercising sound judgment and effective decision-making.
- Ability to conduct research and to draft, prepare, and interpret legal documents.
- Ability to evaluate and relate findings to cases in question.
- Ability to gather and organize information and/or data and prepare reports.
- Ability to analyze and process sensitive information and maintain strict confidentiality.
- Ability to develop and evaluate policies and procedures.
- Ability to develop, organize, and maintain electronic and paper files and records.
- Ability to coordinate multiple priorities and function effectively in a fast-paced environment.
- Ability to work well under pressure and meet deadlines.
- Ability to train others.
- Ability to communicate effectively both orally and in writing.
- Ability to work well in a team environment.
- Ability to establish and maintain effective working relationships with co-workers, agency staff, and the public.

Physical and Mental Requirements:

- Must be able to sit or stand for extended periods of time and operate standard office equipment.

Essential Job Functions:

- Assists in the planning, development, and implementation of the compliance program.
- Performs an array of technical, training, research, planning, policy, program assessment, and administrative activities related to the division's compliance program; prepares reports of findings and recommendations; and assists in resolving technical problems.
- Researches and analyzes legal sources such as the Bingo Enabling Act, Administrative Rules and regulations.
- Monitors compliance with requirements, laws, regulations, policies, and procedures.
- Prepares and distributes compliance section correspondence relating to possible violations of the Bingo Enabling Act and Administrative Rules.
- Receives and processes requests for issuance of administrative action correspondence related to compliance issues from Bingo Division Management, to include: licensing, accounting, and audit departments.
- Inputs, retrieves, and monitors information from the agency's automated Compliance Activity Monitoring Process (CAMP) and Bingo Operations Systems Services (BOSS) systems and initiates and maintains tracking of administrative cases in the CAMP and/or BOSS Tracking Systems.
- Prepares, reviews, and edits various legal and administrative documents, including standard forms, letters, correspondence, pleadings, briefs, judgments, motions, abstracts, petitions, summary judgments, and orders.
- Assists in developing policies and procedures and in resolving substantive and procedural issues.
- Performs advanced administrative support work, including, but not limited to, opening and closing cases; answering the phone, providing general information or routing calls as appropriate; preparing administrative reports; coordinating meetings and/or conferences; and performing general office duties such as ordering supplies.
- Researches and prepares legislative histories and may assist in preparing responses to legislative inquiries.
- Develops special administrative analysis and summaries of staff reports and provides recommendations for review by management.
- Responsible for CAMP training for division staff.
- Performs related work 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

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 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.