

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.

CHECK ONE: XX NEW POSITION EXISTING POSITION

Agency
Number

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Kansas Lottery		9. Position No. K0228100	10. Budget Program Number		450
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Enforcement Agent -- Unclassified FLSA: NE		
3. Division Security			12. Proposed Class Title		Position Number K0228100
4. Section	For	13. Allocation			
5. Unit		Use	14. Effective Date		
6. Location (address where employee works) City Topeka County Shawnee		By	15. By	Approved	
7. (circle appropriate time) Full time XX Perm. 100% Inter. Part time Temp.			Personnel	16. Audit Date: By: Date: By:	
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 5:00 AM/PM		Office	17. Audit Date: By: Date: By:		

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
Mark Gauntt	Acting Director of Security	K0120658

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Mark Gauntt	Acting Director of Security	K0120658

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.

Highly specialized work in the field of law enforcement within the state lottery. Employee is responsible for enforcing the laws of the State of Kansas; particularly those pertaining to the operation of the Kansas Lottery. Work is completed with a great deal of latitude. Employee follows guidelines in proper investigation methods in performing daily work. Assignments given by the Director of Security are carried out independently by the agent with work reviewed for results.

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

E = designates essential duties of the position
M = designates marginal duties of the position

1. 45% E

Conducts investigations and enforces laws of the State of Kansas, particularly those pertaining to the operation of the Kansas Lottery. Investigates criminal violations of altered or counterfeit lottery tickets, stolen tickets and related situations; investigate falsified licensing documents; conducts background investigations of vendors, retailers and potential employees as required by statute and policy; conducts retailer ADA compliance surveys, interviews victims and suspects during criminal investigations to obtain information; inspect retail businesses to ensure proper compliance with rules and agency policy and procedure. Work is reviewed periodically for compliance and results.

2. 20%E

Provide security for ticket printing, ticket transport and delivery, for headquarters and regional offices, at all special promotional drawings. Will also provide security during MUSL draw lock downs, securing areas to prevent entrance or exit of individuals and information leakage. Security is provided to maintain integrity and to guard against compromise of the lottery. Security is maintained through the inspection of vendor printing plants to insure compliance with specifications; video, recording equipment, proper alarming equipment and observation; and securing draw equipment.

3. 20% E

Write reports to document and communicate investigative findings by assembling information gained through investigations and interviews and preparing a concise and factual document. Execute subpoenas, warrants of arrest and execute search warrants as necessary. Appear and testify as a witness in court on behalf of the Kansas Lottery.

4. 10% E

Establish effective working relationships with the KBI, Kansas Highway Patrol and local law enforcement. Work with the KBI laboratory for finger printing and quality control analysis of tickets to identify possible ways to alter or forge tickets; utilize computer link-ups to access criminal telecommunications network and NCIC for investigations; work with local law enforcement where crimes have occurred to coordinate investigations and prosecution in individual jurisdictions.

5. 10% E

Participate in agency and department training activities and meetings. Performs other duties as required.

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

May direct the work of other law enforcement personnel assisting in investigations.

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.

Major program failure, major property loss, or serious injury or incapacitation.

Loss of life, disruption of operations of a major agency.

Please give examples.

Inaccurate investigations could cause adverse impact on the operation of the lottery and have severe legal consequences. Failure to follow and enforce security procedures could result in compromise of lottery games and drawings.

Employee is trained and certified to carry a firearm.

Inadequate oversight and administration of the computer security program could permit compromise of the agency computer data, resulting in major disruption of operation.

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

Daily contact with other state agencies, city, county, and state law enforcement and the general public. Contacts are for the purpose of investigating, gaining cooperation, persuading and advising.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Standard office environment. However, employee is a law enforcement officer, empowered to make arrests and authorized to carry a firearm. The possibility exists for serious injury to the employee or others.

Responsible for building evacuation in the event of a fire alarm, tornado warning or bomb threat.

Work performed by this position will require working non-traditional work hours, including evenings and weekends, and stand-by. Work activities may also require holiday work which must be approved in advance. Incumbent may be required to work long work days.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Computer Terminals, telephone, cellular phone, State vehicle, hand two-way radio, camcorders, cameras, firearm, draw equipment, TV monitors and building alarm equipment.

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

- High School education or equivalent.
- Graduation from an accredited college or university with coursework in law enforcement or criminal investigation, or related field, preferred.

Education or Training - Special or professional

- 400 hours law enforcement training for certification. Forty hours annual law enforcement training.
- Forty hours annual law enforcement training.

License, certificates and registrations

- Must be a certified law enforcement officer in the State of Kansas at time of hire.
- Valid Kansas Driver's License.

Special knowledge, skills and abilities

- Demonstrated ability to work independently.
- Demonstrated organizational skills.
- Demonstrated good report writing abilities including grammar and punctuation.
- Knowledge of and demonstrated ability with computer programs such as Microsoft Excel, Word, Publisher and Access.
- Demonstrated ability to tactfully deal with the public and with peers under stressful situations.
- Demonstrated ability to work as a member of a team.
- Knowledge of internal security systems.
- Knowledge of abuses common to lottery and other legalized gaming activities, preferred.
- Knowledge of federal, state and local law enforcement agency procedures.
- Skill in use of procedures and processes to protect persons and property.
- Skill in investigative records management.
- Skill in the use of various computer software applications including word processing and spreadsheets.
- Ability to read, analyze and interpret complex documents.
- Ability to apply general mathematical concepts to practical situations.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Displays high standards of ethical conduct. Exhibits honesty and integrity.
- Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous and cooperative manner. Committed to quality service.
- Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.
- Encourages and facilitates cooperation, pride, trust and group identity. Fosters commitment and team spirit.

Experience - Length in years and kind

- Minimum or three (3) years of Law Enforcement work with a working knowledge in conducting background, criminal, and internal investigations.

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.

- Must take and pass a drug screening test approved by the State of Kansas Division of Personnel Services prior to hire and subject to periodic updates.
- 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 be able to respond to afterhours emergencies within 20 minutes.
- 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.

Signature of Employee _____ Date _____

Signature of Personnel Official _____ Date _____

Approved:

Signature of Supervisor _____ Date _____

Signature of Agency Head or _____ Date _____
Appointing Authority