

# 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.			Agency Number
CHECK ONE: <input type="checkbox"/> NEW POSITION <input checked="" type="checkbox"/> EXISTING POSITION			
<b>Part 1 - Items 1 through 12 to be completed by department head or personnel office.</b>			
1. Agency Name <b>Kansas Lottery</b>	9. Position No. <b>K0226337</b>	10. Budget Program Number	
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) <b>Shipping &amp; Warehouse Associate</b> <b>FLSA Status: NE</b>	
3. Division <b>Sales and Marketing</b>		12. Proposed Class Title	
4. Section <b>Warehouse</b>	For	13. Allocation	
5. Unit		14. Effective Date	
6. Location (address where employee works) City <b>Topeka</b> County <b>Shawnee</b>	Use	15. By	Approved
7. (circle appropriate time) <b>Full time XX    Perm. 100%    Inter.</b> Part time      Temp.	By	16. Audit Date:                      By: Date:                      By:	
8. Regular hours of work: (circle appropriate time) FROM: <b>7:00 AM/PM</b> To: <b>4:00 AM/PM</b>	Personnel	17. Audit Date:                      By: Date:                      By:	
	Office		

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Position  
Number  
K0226337

**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.

**Position and incumbent transferring to Warehouse. Classified Job title remains the same.**

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)		
Name	Title	Position Number
Kevin Raine	Manager/Administrator	K02215615
Who evaluates the work of an incumbent in this position?		
Name	Title	Position Number
Kevin Raine	Manager/Administrator	K02215615

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.

The employee is allowed latitude in the performance of duties and resolution of problems that arise. Instructions and guidelines are general in nature and work is evaluated by results achieved. Assignments vary and are determined by the work that needs to be completed. The incumbent must exercise a high degree of judgment and discretion and is afforded a high degree of independence in carrying out duties.

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 & Indicate % of Time	<b>E = designates essential duties of the position</b> <b>M= designates marginal duties of the position</b>
1. 40% E	<p><b><u>Instant Games Inventory:</u></b> Performs duties related to the auto-ship and immediate-ship processes. Ensures appropriate games/packs are available to Lottery retailers. Receives orders via automated inventory and ticket distribution system (autoship) and fills and processes individual retailer ticket transactions. Updates/maintains electronic inventory control system. Scans ticket orders, consigns packs of tickets, verifies pending inventory to packing slip, packs tickets, assigns shipping label and ensures packs of tickets are sent to correct retailer. Assesses work progress and keeps supervisor apprised of problems, process variances and timeframe status. Resolves process delays. Identifies alternatives ways of doing work and recommends procedure changes to improve efficiency and meet Lottery and retailer needs.</p>
2. 25% E	<p><b><u>Receives, Processes, and Maintains Inventory and Supplies:</u></b> Receives and processes instant ticket inventory, mail, and other equipment and supplies related to lottery operations. Ensures deliveries match packing slip and purchase orders and processes accordingly. Prepares and processes mail and shipments for pick-up by commercial delivery service and delivery to post office. Distributes incoming packages, supplies, mail, etc. to appropriate locations and/or staff. Initiates supply orders when needed. Maintains equipment and retailer computerized shipping label database. Completes paper and computer records. Receives and processes returned tickets and forwards to appropriate person or disposes of in accordance with established policies. Completes paperwork and computer transaction records. Assists with and/or completes loading and unloading of commercial and lottery owned trucks and/or transport vehicles as needed. Staging of instant game inventory to best support agency game management strategies and space utilization. Coordinates with shipping vendor for pickup and delivery of KSL instant game distribution and any schedule adjustments needed. Completes instant games warehouse audits at end of each quarter and FY end. Attends weekly Auto-Ship meetings and or other meetings as designated by supervisor.</p>
3. 15% E	<p><b><u>Administrative Support Services:</u></b> Organizes and maintains inventory and other equipment and supplies for the Kansas Lottery. Operates various office and warehouse equipment, such as paper shredder, postage machine, stacker/pallet jack, copier, scanner, etc.. Completes inventory, storing, documenting, and distributing lottery products and supplies, promotional items, and other inventory, equipment, and supplies. Maintains inventory and supplies. Maintains computer and paper records and files. Delivers equipment and supplies to and from remote locations. Assists other lottery staff with work activities and special projects. Coordinates disposal of warehouse trash and recycling (shredding) bins. Provides variety of support service activities to entire Lottery. Activities includes and are not limited to: copying, filing, sending faxes, laminating, cutting paper, hole punching, sorting, stuffing boxes or envelopes, moving furniture and supplies, maintaining office supplies in both building, completing inventory as instructed so orders may be placed by others. Pick up supplies from outside vendors, wash vehicles, drop off and pick up vehicles, etc. Receives work from supervisor or other designated staff.</p>
4. 15% E	<p><b><u>Facility and Equipment Safety and Maintenance:</u></b> Follows safety procedures and maintains safe work environment and helps others do same. Completes and/or works with others and/or oversees the installation, removing, or relocating of moveable wall sections, shelving, drawers and work surfaces. Assists with, completes, or oversees the routine or scheduled maintenance of Lottery equipment. Prepares work orders for supplies and equipment repairs as needed. Completes minor building maintenance, such as trash or debris pick up, snow removal and/or ice melt on sidewalks around 128 &amp; 108 buildings. May serve as back-up for processing, pick-up and delivery of intra-office and other mail and/or packages.</p>
5. 5% E	<p><b><u>Other Duties as Assigned:</u></b> Performs other duties as requested/needed related to the operation of the Lottery.</p>

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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**

**N/A**

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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 health 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.

**Failure to properly perform duties could cause major impact on agency operations, especially if retailers receive incorrect packs of tickets or no tickets. The State and the retailer could lose money. The reputation of the Lottery could be damaged as could the perceived integrity of the Kansas Lottery operation.**

**Errors of work products adversely impact the work of others and agency procedures and practices and the successful accomplishment if work.**

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

**Daily contact with lottery staff, commercial delivery drivers/vendors to give or receive information, resolve problems, and perform assigned duties.**

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

**Standard office environment. Light to medium lifting. Some repetitive movements. Operation of a stacker/pallet jack in a confined area. Long periods standing. Long periods of computer and other automated equipment use. Some driving. Work in variety of weather conditions.**

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

**Frequent use of computer, auto-ship and immediate-ship related equipment and software, box making equipment, shredder, stacker/pallet jack, state vehicle and/or truck, copier, fax.**

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**PART III - To be completed by the department head or personnel office**

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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

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**High School Education or equivalent preferred.**

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Education or Training - Special or professional

NA

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License, certificates and registrations

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**Valid Kansas Driver's License upon hire and maintained throughout employment**

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Special knowledge, skills and abilities

- **One year of experience in administrative support work.**
- **Two years inventory control or storekeeping experience, including record keeping, inventory control and processing.**
- **Ability to communicate orally and in writing.**
- **Ability to operate a manual dolly, stacker and pallet jack.**
- **Must be able to lift and carry up to 50 lbs. of weight. Examples of lifting and carrying include mailbags and containers, packages, copy paper cases, small office equipment, office supplies, display units, etc.**

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Experience - Length in years and kind

- **One year of experience in administrative support work.**
- **Two years inventory control or storekeeping experience, including record keeping, inventory control and processing.**

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**28. SPECIAL QUALIFICATIONS**

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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 be able to lift up to 50 lbs. of weight.**
- **Must be able to operate a motor vehicle, stacker/pallet jack, other mail and inventory control equipment**
- **Ability to operate a 24,000 gross weight truck.**
- **Must be able to pass extensive background prior to hire and subject to updates**
- **Subject to tax clearance upon hire and subject to 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 complete I-9 Form 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.**

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Signature of Employee

Date

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Signature of Personnel Official

Date

**Approved:**

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Signature of Supervisor

Date

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Signature of Agency Head or

Date

Appointing Authority