

CLASS TITLE: PARI-MUTUEL OPERATIONS SPECIALIST

Class Code: 02260400

Pay Grade: 26A

E0: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist a superior in the supervision and oversight of the operations and activities of pari-mutuel and other gaming facilities; to assist in the enforcement of state laws and the rules and regulations promulgated by the department applicable to the division's operations; to be responsible for reviewing and processing of licensing; to be responsible for the maintenance of records on both manual and computerized systems relating to licensure; to interact with the public on an ongoing basis; to handle all initial complaints as received from the public or otherwise; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Deputy Director and Chief Licensing Examiner, of the Division or designee with some latitude in the exercise of initiative and independent judgement; general and specific work assignments are received both orally and in written form; work is reviewed upon completion for results obtained and conformance to laws, rules and regulations.

SUPERVISION EXERCISED: As assigned, plans, supervises and reviews the work activities of clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist a superior in the supervision and oversight of the operations and activities of pari-mutuel and other gaming facilities.

To assist in the enforcement of state laws and the rules and regulations promulgated by the department applicable to the operations and activities of the division's operations.

To be responsible for reviewing and processing of licensing.

To be responsible for the maintenance of records on both manual and computerized systems relating to licensure.

To interact with the public on an ongoing basis.

To be responsible for all initial complaints received from, the public or otherwise. .

To supervise the licensing of all personnel and employees of pari-mutuel and other gaming facilities, and to ensure compliance with state requirements for operation.

To be responsible for the maintenance of accounting systems for recording all monies collected, for verifying all commissions paid to the state and for reporting all pertinent monetary results.

To conduct inspections and investigations as necessary.

To oversee the general enforcement of state laws and regulations of combative sports as well as investigations of violations and complaints.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of state laws and rules and regulations relative to pari-mutuel and other gaming facilities and the ability to interpret such laws, rules and regulations; the ability to instruct, supervise and review the work of an assigned staff; a working knowledge of accounting, collection procedures, and disbursement of commissions; the ability to conduct investigations; the ability to handle complaints; the ability to establish and maintain effective working relationships with state or federal regulatory agencies their personnel and the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: employment in a position involving the operations of a pari-mutuel, gaming and/or athletics facility involving the collections, disbursement or accounting of monies wagered; or employment in a position within a public or private regulatory agency requiring the licensing, investigation, interpretation and/or enforcement of laws, rules and regulations.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: May 29, 2016

Editorial Review: 3/15/03