

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: NEW POSITION **XX** EXISTING POSITION

Agency
Number

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

1. Agency Name Kansas Lottery		9. Position No. K0232044	10. Budget Program Number		450
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Storekeeper Specialist CL TEMP PART TIME 999HRS		
3. Division Sales & Marketing		12. Proposed Class Title:			Position Number K0232044
4. Section Sales & Marketing	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 Perm. Inter. Part time XX Temp. 999 Hours		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 Mon., Tues., & Wed. (work days/hours may vary)	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
Matt Miller	Shipping & Warehouse Supervisor	K0226337

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Matt Miller	Shipping & Warehouse Supervisor	K0226337

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 and Indicate Percent of Time	E = designates essential duties of the position M = designates marginal duties of the position
1. 80% E	<p><u>Instant Games Inventory:</u> 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.</p>
2. 15% E	<p><u>Receives, Processes, and Maintains Inventory and Supplies:</u> Ensures deliveries match packing slip and purchase orders and processes accordingly. Helps to maintain equipment and warehouse cleaning. 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.</p>
3. 5% M	<p><u>Other Duties As Assigned:</u> Performs other duties as requested/needed related to the operation of the Lottery. May completes minor building maintenance, such as trash or debris pick up, snow removal and/or ice melt on sidewalks around 128 & 108 buildings. May be ask to attend agency or departmental meeting.</p>

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	N/A

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.

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.

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.

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 forklift/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.

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, forklift/pallet jack, state vehicle and/or truck, copier, fax.

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 preferred

Education or Training - Special or professional

License, certificates and registrations

Valid Kansas Driver's License upon hire and throughout employment.

Special knowledge, skills and abilities

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.

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 be able to lift up to 50 lbs of weight.
- Must be able to operate a motor vehicle, forklift/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.

Signature of Employee _____ Date _____

Signature of Personnel Official _____ Date _____

Approved:

Signature of Supervisor _____ Date _____

Signature of Agency Head or Appointing Authority _____ Date _____