

Job Posting Preview

Requisition ID: 36000257-51189198-20091119143301
Working Title: RETAILER CONTRACT SPECIALIST
Broadband Class Level: RETAILER CONTRACT SPECIALIST
Position Number: 36000257
Job Classification: Lottery Exempt
Broadband/Class Code: 317901
Location: TALLAHASSEE
Annual Salary Range: \$30,185.76 - \$52,173.24
Announcement Type: Open Competitive
Facility:

Agency: LOT - Lottery
Pay Grade/Pay Band: 31016
Activation Date: 11/20/2009
Closing Date: 12/4/2009
County: Leon County
Category: General

Synopsis: LOT – RETAILER CONTRACT SPECIALIST – TALLAHASSEE – LEON COUNTY

ALL APPLICANTS SHOULD COMPLETE THE ON-LINE APPLICATION PROCESS. IF ASSISTANCE IS NEEDED TO APPLY FOR THIS POSITION, OR IF YOU REQUIRE AN ACCOMODATION BECAUSE OF A DISABILITY IN ORDER TO PARTICIPATE IN THE APPLICATION PROCESS, PLEASE CALL THE PEOPLE FIRST SERVICE CENTER AT 1-877-562-7287. IF YOU ARE UNABLE TO COMPLETE THE ON-LINE APPLICATION PROCESS, A STATE OF FLORIDA EMPLOYMENT APPLICATION MAY BE FAXED TO 904-636-2627. IF AN APPLICATION IS FAXED, YOU MUST CALL THE PEOPLE FIRST SERVICE CENTER TO RESPOND TO THE QUALIFYING QUESTIONS BEFORE THE POSITION ADVERTISEMENT CLOSING DATE. RESPONSES TO THE QUALIFYING QUESTIONS ARE REQUIRED TO BE CONSIDERED FOR THIS POSITION. ANSWERS TO THE QUALIFYING QUESTIONS MUST BE VERIFIABLE BASED ON YOUR SUBMITTED APPLICATION.

THE STATE OF FLORIDA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. PURSUANT TO CHAPTER 295 FLORIDA STATUTES, VETERANS AND SPOUSES OF VETERANS MAY RECEIVE PREFERENCE IN EMPLOYMENT AND ARE ENCOURAGED TO APPLY.

WE HIRE ONLY U.S. CITIZENS AND LAWFULLY AUTHORIZED ALIEN WORKERS

Description

Positions allocated to this class are responsible for the administration of existing retailer contracts and the processing of contract applications for prospective Florida Lottery retailers.

Examples of Work Performed (Note: The omission of specific statements does not prevent management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Reviews retailer application information, to ensure compliance with department criteria.

Conducts background checks of retailers applicants, and executes contracts
Evaluates retailer ownership information to ensure contract validity

Updates the retailer database as required.

Obtains and analyzes business and consumer credit reports, and evaluates reports to determine if performance bond is required

Obtains and reviews information from Department of State and Division of Alcoholic Beverages & Tobacco regarding business structure and ownership information

Obtains and reviews Securities Exchange Commission reports relating to publicly-traded retailer organizations

Conducts reviews of retailer sales tax standings with Department of Revenue

Assists retailers and personnel in the district offices with the application and contract renewal processes.

Prepares correspondence utilizing established forms.

Knowledge, Skills, and Abilities (Note: Additional knowledge, skills, and abilities may be applicable for individual positions.)

Knowledge of administrative principles and practices.

Knowledge of the principles and techniques of effective communication.

Knowledge of the methods of data collection.

Knowledge of automated business systems and applications.

Knowledge and understanding of corporate/business structure.

Knowledge of customer service techniques.

Ability to maintain information of a confidential nature.

Ability to evaluate and analyze data relating to the preparation of contracts.

Ability to organize and prepare written data into logical and correct format.

Ability to maintain files.

Ability to prepare correspondence.

Ability to work independently.

Ability to utilize problem-solving techniques.

Ability to plan, organize and coordinate work assignments.

Ability to communicate effectively.

Ability to establish and maintain effective working relationships with others.

Minimum Qualifications

An associates degree from an accredited college or university in business, accounting, or a closely related field of study and one (1) year of professional administrative or analytical work experience, or

A high school diploma or its equivalent and three (3) years of professional or nonprofessional administrative or analytical work experience

Combinations of college course work from an accredited college or university and work experience may also be substituted for the required college education at the rate of thirty (30) semester or forty-five (45) quarter hours on a year for year basis provided the course work included at least six (6) hours of business, accounting, or closely related academic credits. A maximum of two years of college course work may be substituted for work experience.