

# Job Posting Preview

**Requisition ID:** 36000255-51189195-20071219095725  
**Working Title:** RETAILER CONTRACT SPECIALIST  
**Broadband Class Level:** RETAILER CONTRACT SPECIALIST  
**Pay Grade/Pay Band:** 31016  
**Activation Date:** 12/19/2007  
**Closing Date:** 5/16/2008  
**County:** Leon County  
**Announcement Type:** Open Competitive  
**Category:** General

**Agency:** LOT - Lottery  
**Position Number:** 36000255  
**Job Classification:** Lottery Exempt  
**Broadband/Class Code:** 317901  
**Location:** TALLAHASSEE  
**Annual Salary Range:** \$30,185.76 - \$52,173.24  
**Facility:** Headquarters

## **Synopsis: LOT - RETAILER CONTRACT SPECIALIST - TALLAHASSEE - LEON COUNTY**

Apply on-line via the People First Web site or fax a State of Florida application to (904) 636-2627 by 11:59 p.m. EST on closing date. If you have problems applying on-line, call the People First Service Center at 1-877-562-7287. Mailed paper applications will not be accepted.

If you require an accommodation because of a disability in order to participate in the application process, please notify the hiring authority in advance.

**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.**

***This is a RE-ADVERTISEMENT PREVIOUS APPLICANTS NEED NOT REAPPLY.***

## **General 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.)**

Researches and audits retailer applications for accuracy and completeness.

Updates the retailer database as required.

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

Prepares correspondence utilizing established forms.

Responsible for maintaining a complete file on each Lottery retailer or prospective retailer.

Evaluates retailer ownership information to ensure contract validity.

**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.

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.

*Special Note:* Applicants may be required to submit proof of educational attainment to confirm eligibility for employment consideration or appointment to positions in this class.