

# Job Posting Preview

**Requisition ID:** 36000404-51189611-20080819104330  
**Working Title:** SALES REPRESENTATIVE  
**Position Number:** 36000404  
**Job Classification:** Lottery Exempt  
**Broadband/Class Code:** 316709  
**Location:** CASSELBERRY  
**Annual Salary Range:** \$31,863.36 - \$55,377.12  
**Facility:** Orlando District Office

**Agency:** LOT - Lottery  
**Broadband Class Level:** SALES REPRESENTATIVE  
**Pay Grade/Pay Band:** 31017  
**Activation Date:** 8/19/2008  
**Closing Date:** 9/2/2008  
**County:** Orange County  
**Announcement Type:** Open Competitive  
**Category:** Sales and Marketing

## **Synopsis: LOT - SALES REPRESENTATIVE - ORLANDO - ORANGE 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

**\*\*THIS POSITION ASSIGNED TO THE ORLANDO DISTRICT OFFICE\*\***

**\*\*APPLICANTS NORMALLY HIRED AT THE MINIMUM OF THE PAY RANGE\*\***

## **General Description**

Positions allocated to this class perform professional sales and marketing work by providing services to approved Florida Lottery retailers and retail outlets in an assigned district and territory. Positions in this class are also responsible for professional sales promotions, retailer recruiting, retailer training, retailer contract renewals, and public relations activities.

**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.)

Ensures that sales and recruitment goals for the assigned territory are met or exceeded by using professional sales and marketing techniques to merchandise, market, and promote Lottery products.

Ensures that Lottery retailers receive quality service by maintaining proper inventory levels, current point-of sale materials, prompt processing of book returns, stolen ticket reports, and end of game documentation.

Analyzes the sales of individual retailers and makes recommendations to the retailer for increasing sales.

Provides continuous training and guidance to retailers regarding ways to effectively promote the sale of Lottery tickets.

Actively recruits new and potential retail accounts within the assigned territory.

Distributes current point-of-sale and other promotional materials throughout the assigned territory.

Assists retailers with the application process to renew their contracts with the Department and serves as liaison between the retailer, the District Office, and Retailer Contracts

Assists management to ensure that paperwork is completed appropriately and submitted in a timely manner.

Prepares and processes documentation on retailer terminations, processes final settlements, inventories all Lottery products, and inventories property returned to the Department.

Explains Lottery policies and procedures to Lottery retailers, potential retailers, and others as appropriate.

Plans and participates in promotional events for retailer locations and Lottery sponsored community and special events.

Ensures proper maintenance and upkeep of the assigned state vehicle and adheres to all procedures in the Fleet Procedures Manual.

Documents actions taken to achieve sales goals by use of a territory book.

Operates a motor vehicle as required to fulfill the duties of the position, which may include overnight trips.

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

Knowledge of principles, practices, and techniques of product marketing and retail sales.

Knowledge of methods and techniques of compiling, classifying, and analyzing data.

Knowledge of principles and techniques of effective communication.

Ability to write simple correspondence in a concise and organized manner.

Ability to plan, organize, and coordinate work assignments.

Ability to present information and respond to questions from managers, clients, customers, and the general public.

Ability to introduce new products and effectively provide territorial management within the marketing environment.

Ability to solve practical problems and deal with a variety of concrete variables.

Ability to establish and maintain effective working relationships with others.

Ability to set-up and breakdown promotional props, display items, and equipment, weighing up to 50 pounds.

Ability to travel as required by the position, which may require operating a motor vehicle and overnight travel.

**Minimum Qualifications:**

A bachelor's degree from an accredited college or university and three (3) years of professional sales experience –OR–

Professional and nonprofessional experience in business, marketing, sales, communications, or a closely related area can substitute on a year for year basis for the required college education.

Combinations of college course work and experience as described above can also be substituted for the required education. College course work will be considered equivalent to experience at the rate of thirty (30) semester or forty-five (45) quarter hours on a year for year basis. A maximum of three (3) years of college course work may be substituted.

**\*\*Additionally, anyone assigned to this class must possess and maintain a valid drivers license.**