



Key Data Operator

Work Hours: Monday - Friday (8:00 a.m. to 5:00 p.m.)

We're looking for energetic, creative, and talented employees to join our dynamic organization! We are a results-driven sales and marketing organization that contributes over \$1 billion to public education every year. If you are looking for an opportunity to make a difference and you are motivated to use your knowledge and experience to build a challenging and satisfying career – look no further! The Lottery strives to create a work environment that supports the growth and development of its employees and recognizes the contribution of each individual. We also offer a variety of development opportunities for our staff, on-site security, on-site restaurants, Golden One ATM, and free parking. What are you waiting for? Apply today!

Salary

\$2,251 – \$3,203

Final Filing Date

May 19, 2017

Applications postmarked after the Final Filing Date will not be accepted.

Position Number

358-221-1419-900

Please reference the position number in the “Job Title” section on the application.

Questions About the Job

careers@calottery.com

(916) 822-8372

Position Location

Finance Division
Prize Payments Unit
700 North 10th Street (Off Richards Blvd.)
Sacramento, CA 95811

Send Application To

California State Lottery
Attn: Human Resources (221)
P.O. Box 2630
Sacramento, CA 95812-2630

Duties

Under the supervision of the Supervising Program Technician III, the Key Data Operator (KDO) performs a range of key entry and clerical duties related to processing On-Line and Scratchers[®] claims submitted by Lottery players. Responsibilities include:

- Ensure claims are prepared for key entry according to established procedures
- Enter and verify On-Line, Scratchers[®] and 2nd Chance prize claims in accordance with established policies and security policies using California State Lottery's computer systems
- Provide key data entry support for exception processing
- Provide support for clerical functions such as On-Line, Scratchers[®] and 2nd Chance mail processing, ticket validation, and maintaining a numeric and alpha filing system for documents keyed

Desirable Qualifications

Competitive applicants applying for the position will have:

- Excellent customer service and interpersonal skills
- Excellent written and verbal communications skills
- Ability to handle multiple projects and priorities
- Proficiency with computer programs such as Microsoft Suites (Word, Excel, PowerPoint)
- Bilingual skills desirable, but not required

Who Should Apply

Applicants must have current list eligibility for appointment to this class, or be a State employee who has transfer eligibility or is currently in the Key Data Operator classification. Applications will be screened for eligibility and only those that best meet the requirements of the job will be considered. Appointment is subject to SROA/Surplus provisions.

Equal Opportunity Employer: The State of California is an equal opportunity employer to all regardless of age, ancestry, color, disability (mental & physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

Background Investigation: The California State Lottery Act provides that no person may be hired as an employee of the Commission if that person has been convicted of a felony or any gambling related offense. A background check will be required.