**SUPERVISING LOTTERY AGENT**

**Final Filing Date**
September 21, 2012

**Submit Application To**
California State Lottery
Human Resources Division
Attn: Veronica Werner
P.O. Box 2630
Sacramento, CA 95812-2630

**All Positions Are Located In Southern California Only**

**Who Should Apply**
This is a promotional SPOT exam. Competition is limited to California State Lottery employees. Applicants must have a permanent civil service appointment with the California State Lottery by the above listed final filing date in order to take this exam. Under certain circumstances, former California State Lottery employees may be allowed to compete under the provisions of Rule 235.

**Special Testing Information**
If you have a disability that requires accommodation, mark the appropriate box on the STD 678. You will be contacted to make specific arrangements.

**Position Description**
This is the full supervisory level directing the work of Lottery Agents and a support staff assigned to the field or to a headquarters unit. Incumbents at this level work closely with local law enforcement agencies to coordinate their mutual investigative efforts on given cases; plan, organize and direct the work of staff engaged in various investigations; may be assigned responsibility for the direction and investigation of major or sensitive cases.

**Minimum Qualifications**
All applicants must meet the education and/or experience requirements for this examination by the final filing date. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either: I, “or” II, “or” III, etc. to meet 100% of the overall experience requirements.

**Either I**

**Experience:** Three years as a peace officer in an investigative assignment performing civil or criminal law enforcement work in one or more of the following areas: fraud, computer crimes, forgery, gaming, counterfeiting, bribery, burglary, intelligence, homicide, or vice, at least one year of which must have been supervising police officers. (Experience in the California state service applied toward this requirement must include one year performing the duties of a Lottery Agent.). **AND Education:** Equivalent to completion of two years of college, including at least 12 units of Police Science/Criminal Justice course work, and possession of, or be eligible for, the Peace Officer Standards and Training Basic Certificate or Specialized Basic Certificate within 12 months of appointment.

**Knowledge Of**
Complex administrative, civil and criminal investigation techniques; and the general investigative training techniques and methods as applied to peace officer training; personal computers and personal computer software and hardware applications; plant security systems; civil and criminal investigation techniques and interview and interrogation processes and procedures; provisions of the California Penal Code, the Code of Civil Procedures, duties of Federal, State, and local law enforcement agencies; and the securing and preservation of evidence; principles and techniques of supervision; advance training techniques and methods as applied to peace officer training; the department’s Equal Employment Opportunity (EEO) program objectives; a supervisor’s role in the EEO program, and the processes available to meet EEO program objectives.

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.
Ability To
Develop techniques, methods and skills required in conducting civil and criminal investigations; apply laws and rules to specific situations; gather and analyze facts and evidence and present such evidence as required; analyze situations accurately and take effective action; participate actively in surveillance investigations, interviews, and interrogation; photograph crime scenes and use sophisticated intelligence equipment; appear as an expert witness; use and maintain a firearm; file complaints; conduct interrogations; take statements and declarations; serve subpoenas; ability to review plant security systems and computerized security systems; prepare accurate reports; establish and maintain cooperative working relationships; and communicate effectively; plan and conduct the most difficult administrative, civil and criminal investigations; effectively supervise the work of Lottery Agents and support staff; provide high level technical advice and training to Lottery Agents and allied law enforcement agencies; and effectively contribute to the department’s EEO program objectives.

Exam Information
This exam will consist of a Qualifications Appraisal Interview (QAP). The QAP will be a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in this examination.

Eligible List Information
A departmental promotional list will be established for use by the California State Lottery. The list will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Candidates will only be notified of a change if prior to the 12 month expiration date.

General Information
Veterans Preference: California law allows granting veterans preference credit in entrance level Open and Open, Non-promotional exams. Directions for applying for veteran’s preference credit are on the Veterans Preference Application (Form 1093) which is available on the Internet at www.spb.ca.gov.

Background Investigation: Pursuant to Government Code Section 8880.38, any successful candidate may undergo a thorough background investigation before employment with the State of California can be obtained.

It is the candidate’s responsibility to contact the California State Lottery, Employee Selection and Services unit at (916) 322-5109 four weeks after filing his/her application if he/she has not received his/her notice to appear for the exam. If a candidate’s notice of testing fails to reach him/her prior to the day of the exam due to a verified postal error, he/she will be rescheduled upon written request.

The California State Lottery reserves the right to revise the exam plan to better meet the needs of the service if the circumstances change under which this exam was planned. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Special Personal Characteristics: Willingness to work odd and irregular hours in various locations throughout the State; willingness to travel at any time; keenness of observation; good memory for names, faces, places, and incidents; willingness to associate with criminally inclined persons and environments; tact, tolerance, emotional stability, ability to work under adverse conditions; and possession of a valid driver license.

Special Physical Characteristics: Good health; emotional maturity and stability; sound physical condition; strength, endurance and agility necessary to cope with the demands of the job; normal hearing; vision and color vision sufficient to perform the essential functions of the job.

Felony Disqualification: Existing law provides that persons convicted of a felony or any gambling-related offense are disqualified from employment with the California State Lottery and are not eligible to compete for, or be appointed to, positions in this class.

Citizenship Requirement: Pursuant to Government Code Section 1031(a) and 8880.38, all persons successful in examinations for this class will be required to undergo a thorough background investigation in compliance with POST requirements prior to appointment.

Psychological Screening: Government Code Section 1031(f) and POST Regulation 1002(a) (7) require psychological screening of applicants for peace office classifications.

Drug Testing Requirement: Applicants for positions in this class are required to pass a drug screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

Age Requirement: Minimum age for appointment to peace officer classifications is 18 years.

Applications are available at the State Personnel Board or on their website at www.sbp.ca.gov, local offices of the Employment Development Department, and any California State Lottery district office.

If you meet the requirements stated on this bulletin you may be eligible to take this exam, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in this exam will be compared to the Knowledge, Skills and Abilities required for this classification. All candidates who pass will be ranked according to their scores.