

LOTTERY INVESTIGATOR SUPERVISOR

NATURE OF WORK:

Under general supervision, performs supervisory work over Lottery Investigators in the enforcement of West Virginia Lottery laws, regulations and procedures and ensures the integrity of lottery games. Plans, schedules and coordinates the work of Lottery Investigators in the functional areas of table games, racetrack video lottery, limited video lottery or traditional games. Develops and implements policies and procedures; assigns and reviews the work of subordinates; trains or oversees training for subordinate investigators; monitors time and attendance, approves leave and evaluates performance in the area of assignment. Oversees the destruction of gaming terminals and obsolete EPROM's (Erasable Programmable Read Only Memory Chips). Assists law enforcement agencies with investigations. Meets with racetrack management to ensure compliance with gaming regulations. Work may require irregular work schedules and working holidays and weekends. Background and credit investigation and security clearance required for employment. Performs related work as required.

ESSENTIAL JOB FUNCTIONS: (Any specific position in this class may not include all of the duties listed, nor do the examples listed cover all of the duties which may be assigned.)

Plans, schedules, coordinates and evaluates the work of field investigators to include table games compliance inspections, investigations, reception and inspection of table games equipment. Assigns and reviews compliance inspections to ensure minimum internal control procedures are followed by racetrack personnel.

Orders equipment and supplies for 24/7 operation.

Meets with racetrack management and retailers to ensure compliance with established lottery laws and regulations.

Schedules lottery terminal installations, removals, maintenance, chip changes, swap-outs, additions and destructions; observes destruction of gaming terminals and EPROM's; schedules retail compliances and site surveys.

Assigns or investigates reports of missing meters.

Reviews investigation and compliance reports from subordinates.

Maintains records of inventory of EPROM's, approved games and GLI approval letters.

Monitors time and attendance, approves leave and conducts performance evaluations for subordinate employees.

Assists law enforcement with investigations involving limited video lottery retail establishments.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of investigative principles and techniques.

Knowledge of adjudicative and criminal legal proceedings.

Knowledge of record keeping methods and procedures for preservation of evidence.

Knowledge of West Virginia Lottery laws, regulations, policies and procedures in the area of games security.

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KNOWLEDGE, SKILLS, AND ABILITIES: (Cont'd)

Knowledge of gaming operations licensed by the West Virginia Lottery and of gaming equipment, security equipment and surveillance procedures.

Knowledge of principles and practices of supervision.

Skill in the use of surveillance equipment.

Ability to plan, schedule, coordinate and evaluate the work of Lottery Investigators.

Ability to gauge the validity of complaints/allegations through establishing facts and drawing valid conclusions.

Ability to maintain effective working relationships with gaming patrons, gaming industry employees and officials, retailers, vendor representatives and law enforcement personnel.

Ability to prepare clear and concise reports of gaming activities and investigations and inspections.

MINIMUM QUALIFICATIONS:

TRAINING: Bachelor's degree from a regionally accredited four-year college or university.

SUBSTITUTION: Experience as described below may substitute for the required training on a year-for-year basis.

EXPERIENCE: Four years of full-time or equivalent paid investigative or law enforcement experience. Preference may be shown to applicants with investigative experience in casino or gaming operations.

Established: 3/19/09

Effective: 5/1/09