

RACING COMMISSION EXECUTIVE SECRETARY**Nature of Work**

Under limited supervision, performs full-performance level administrative work in the regulation of horse and dog tracks statewide. Responsible for the administrative operation of the Commission and supervises activities of subordinate employees. Performs related work as required.

Examples of Work

Prepares and oversees administrative matters for the Racing Commission.

Receives and checks daily reports for all horse and dog tracks. Confers daily with officials of each race track to discuss issues and problems.

Reports to the Commission Chairman about problems, major infractions and general information such as track reports, attendance and suspensions of trainers or jockeys.

Prepares and presents evidence at Commission hearings.

Drafts proposed legislation concerning the racing industry; appears before legislative committees.

Examines records of track auditors and bank accounts.

Makes routine collection and deposits of funds.

Represents Racing Commission at presentations at tracks, conventions and meetings.

Maintains all records, licenses and files for the Racing Commission.

Assigns, reviews and approves subordinates work.

Instructs employees in work methods and procedures.

Knowledge, Skills and Abilities

Knowledge of the laws of West Virginia horse/dog racing and the Commission rules of racing.

Knowledge of racing eligibility requirements.

Knowledge of eligibility requirements for trainers and apprentice jockeys.

Knowledge of the track's wagering system, rules and regulations.

Knowledge of bookkeeping principles and practices.

Ability to establish and maintain effective working relationships with officials, other employees and the general public.

Ability to complete, maintain and review reports.

Ability to assign and supervise the work of both professional and clerical personnel.

Minimum Qualifications

TRAINING Graduation from an accredited four-year college or university.

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

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RACING COMMISSION EXECUTIVE SECRETARY (CONT'D)

Minimum Qualifications (cont'd)

EXPERIENCE Four years of full-time or equivalent part-time paid experience in applying state racing laws or experience in horse or dog racing.

Established: 8/19/93
Effective: 9/16/93