

RACING SPECIALIST, ASSOCIATE**Nature of Work**

Under general supervision, performs work at the full-performance level by providing technical and/or programmatic assistance to a component of a program in the West Virginia Racing Commission. Helps assure compliance with laws and regulations governing the program or technical area. Uses independent judgement to determine approaches to operational problems. This class may also be used as the entry or beginning level of the Racing Commission Specialist series. Performs related work as required.

Distinguishing Characteristics

The Racing Commission Specialist, Associate is distinguished from the Racing Commission Specialist by the assignment to limited technical or operational area rather than program or broad operational development. Problems are typically procedural or standard precedents. If used as an entry or beginning level class, work is characterized by more direct supervision and a training and developmental nature.

Examples of Work

Advises program participants and/or other staff on changes in operational and procedural policies, regulations, and guidelines, and answers questions regarding those changes.
 Determines compliance with regulations and/or acceptability of a program within context of applicable standards.
 Assists in development of regulations, standards and procedures appropriate to the area of technical functioning.
 Checks areas of the race track for unlicensed persons.
 Inspects various areas of the race track for placement of security guards.
 Monitors betting areas for minors.
 Reviews forms for completeness and compliance.
 Maintains records and files; prepare reports.

Knowledge, Skills and Abilities

Knowledge of or ability to learn rules, regulations, policies, and procedures of the West Virginia Racing Commission and Thoroughbred Development Fund.
 Knowledge of or ability to learn horse breeding and thoroughbred racing.
 Ability to collect and compile accurate information.
 Ability to determine how changes effect area of assignment.
 Ability to communicate well, both orally and in writing.
 Ability to analyze situations and use sound judgement in decisions related to functional area.

9281

RACING SPECIALIST, ASSOCIATE (CONT'D)

Minimum Qualifications

TRAINING Graduation from a standard high school or the equivalent.

EXPERIENCE Two years of full-time or equivalent part-time paid experience in para-professional or responsible clerical work at a level consistent with the work performed by an Office Assistant III and which required application of state and federal laws and/or guidelines.

Established: 8/19/93

Effective: 9/16/93