

RACING SPECIALIST**Nature of Work**

Under general supervision, performs work at the full-performance level by providing administrative oversight of and complex technical assistance with a particular component of a program of the West Virginia Racing Commission. Assures compliance with regulations and laws governing the program or technical area. Uses independent judgement to determine appropriate action taken to achieve desired results. Work may be performed independently and/or in conjunction with other program or technical area staff. Performs related work as required.

Distinguishing Characteristics

The Racing Commission Specialist is distinguished from the Racing Commission Specialist, Associate by the responsibility for management of program area. This class is distinguished from the Racing Commission Specialist, Senior by the fact that this class does not function in a regularly assigned lead or supervisory capacity.

Examples of Work

- Administers program area as required by law; promotes program to new participants.
- Interprets laws and regulations governing program or technical area for participants and staff.
- Analyzes laws and regulations governing program or technical area and applies them appropriately to resolve problems and assure compliance.
- Monitors changes in laws and regulations and advises participants and other staff.
- Confers with agency personnel and bank officials to transact business or discuss information.
- Completes related reports; maintains strict accountability of records.
- May oversee the work of support staff or other specialists in relation to the completion of specific assignments.

Knowledge, Skills and Abilities

- Knowledge of rules, regulations, policies, and procedures of the West Virginia Racing Commission and Thoroughbred Development Fund.
- Knowledge of horse breeding and thoroughbred racing.
- Knowledge of the objective of the program or technical area, its procedures, policies, and guidelines, and its relationship to the rest of the agency and the industry.
- Ability to represent area of assignment and to provide consultation on program or agency concerns.

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RACING SPECIALIST (CONT'D)

Knowledge, Skills and Abilities (cont'd)

Ability to communicate well, both orally and in writing.

Ability to analyze complex situations and use sound judgement in decisions related to functional area.

Minimum Qualifications

TRAINING Graduation from a standard high school or the equivalent.

EXPERIENCE Three years of full-time or equivalent part-time paid experience in thoroughbred or greyhound racing or paraprofessional or responsible clerical work which required application of state and federal laws and/or guidelines.

Established: 8/19/93

Effective: 9/16/93