



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 5537

LOTTERY SECURITY OFFICER

GRADE M

SCOPE OF WORK:

Work involves ensuring operation and security of all lottery systems, functions, and assets to protect the integrity of North Dakota's lottery and its assets.

DUTIES PERFORMED:

- Develop, implement, and maintain policies and procedures to protect Lottery assets and resources to include draw and facility lockdown procedures; controlled access to secure locations; physical security of data, equipment, check and ticket stock, and supplies; telecommunications network security; etc.
- Develop and implement procedures to prevent and detect irregularities in Lottery systems and activities.
- Coordinate with agency staff and manage the online gaming and internal control systems vendors to ensure continuous operation of the lottery and resolution of systems failures.
- Issue system passwords and set access and authorizations; participate in determining unscheduled system shutdowns for maintenance and testing; coordinate software and hardware installations and upgrades; evaluate, manage, maintain, and design system improvements; conduct user acceptance testing.
- Develop, test, implement, and maintain the Lottery's disaster recovery plan and continuity of operation plan; ensure the on-line system vendor complies with and updates the contracted security and disaster recovery plans; determine items of non-compliance; address areas of contention.
- Procure, train, and evaluate security companies in performing lockdown procedures at the out-of-state computer data center.
- Ensure the Lottery complies with Multi-State Lottery Association standards and requirements.
- Develop procedures for daily balancing of the number and contents of retailer transaction files and records transferred from the on-line gaming system to the internal control system.
- Schedule, manage, and control the operation of the on-line game draw procedures; supervise draw operators.
- Train and educate retailers and law enforcement on security issues and preventing and detecting theft or fraud involving Lottery tickets; train division staff on draws, lockdowns, and other security requirements.

- Write and enforce rules for Lottery promotions; analyze and determine results of retailers' claims for credit on alleged defective tickets or retailer operator errors; review retailer daily sales transaction reports to detect abnormal sales activity for possible illegal activity; inspect retailer sites to determine compliance with the Lottery law and rules.
- Investigate allegations of improper or illegal activity, disputes on the validity or winning ticket ownership, identity of players, and criminal history of key employees and financial condition of the on-line system vendor; work with local law enforcement officers, states attorneys, and representatives of other state lotteries.
- Validate prize-winning tickets according to policy and control employee access to management terminals; write prize checks utilizing special software.
- Represent the Lottery at various meetings.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Bachelors degree with a major in criminal justice, law enforcement, security, or another field with major coursework in one of those major areas. Also requires three years of work experience performing law enforcement, security, or investigations of criminal activity. Must be licensed or eligible to be licensed as a North Dakota peace officer.

Eff. Date: 02/05

Rev: 03/07 – Updated duties, revised class evaluation, changed grade

Rev: 07/12 – Conversion to Hay System