



Position Announcement: 10-2587-912 VLT Licensing Specialist/ADMINISTRATOR II (2587)

A Position Specific recruitment for the Maryland Lottery Agency. The resulting list of eligible will be used to fill this position/function only. Persons interested in future vacancies in the Administrator II classification will need to reapply.

LOCATION: Baltimore Metropolitan Area

SALARY: \$42,632 - \$68,250 (Grade 17)

ISSUED: January 29, 2010

CLOSING DATE: February 12, 2010

Salary reductions may apply per Executive Order 01.01.2008.20 - State Employees' Furlough and Temporary Salary Reduction Plan.

NATURE OF WORK: The Administrator II position will function as a Video Lottery Terminal Licensing Specialist and will be responsible for determining the financial, regulatory, and overall due diligence considerations for Video Lottery Terminal (VLT) facility operators, manufacturers, their officers, directors, employees, and other designated persons.

POSITION DUTIES:

- Examination, evaluation, and investigation of all applicants to provide assurance that applicants meet suitability requirements as established by law;
- Conduct field investigations and interviews of applicants, witnesses, and other relevant parties to corroborate information on applications;
- Examine and analyze financial documents, accounting records, bank statements, computer records, business records, public documents, and other relevant records;
- Prepare detailed reports, charts, graphs, and other relevant material for use in presentations to interested persons and/or groups.

MINIMUM AND SELECTIVE QUALIFICATIONS:

Education: A Bachelor's degree from an accredited college or university.

Experience: Four years of experience in administrative staff or professional work. *At least three years of experience must include (either/or in combination) regulatory database research analysis, investigations (criminal or civil), auditing (internal or external), interviewing, and report writing; or two years experience reviewing and analyzing financial statements and other related business documents (i.e., mergers, acquisitions, tax forms).* **

Notes:

Additional experience in administrative staff or professional work may be substituted on a year-for-year basis for the required education. Additional graduate level education at an accredited college or university may be substituted at the rate of 30 semester credit hours for one year of the required general experience.

**This statement contains a selective qualification which is more focused in scope than the minimum qualifications for this classification. Selective qualifications are utilized when the position requires specific or additional bona fide occupational qualifications (knowledge, skills, or abilities).

Preferred Qualifications:

Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), Attorney, Certified Law Enforcement Officer; or two years experience as a corporate compliance officer or as a criminal investigator.

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QUALIFICATIONS: You must possess the minimum and selective qualifications to be considered for this position. If you are scheduled to complete an educational or licensing requirement within six months of the assessment, you may participate in the examination process. Permanent State employees may also complete necessary experience within six months of the dates of the assessment. However, such candidates will not appear on the eligibility list until documentation has been received that the educational and experience requirement have been met. Credit may be given to relevant part-time, temporary, or volunteer experience if you list the number of hours worked per week. All information used to determine your qualifications must be received by the closing date. Therefore, be sure that you accurately and thoroughly complete the application.

SELECTION PROCESS AND ASSESSMENT: Please make sure that you provide sufficient information on your application (and on separate pages, if necessary) to show that you meet the qualifications of this recruitment. All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date. Successful candidates will be ranked as Best Qualified, Better Qualified, or Qualified and placed on the employment (eligible) list for at least one year.

The assessment may consist of a rating of your education, training and experience related to the requirements of the position. You may be required to complete a qualification supplement, or the rating may be based on your application. Therefore, it is important that you provide completed and accurate information on your application. You must report all experience and education that is related to this position.

APPLICATION PROCEDURES: Applicants **must complete** a State of Maryland MS-100 application and send it to the address below. You may include your resume; however, your resume cannot be substituted for a completed application. ***To be considered, applications must be received by the closing date.*** Please include the title of the position for which you are applying, as well as the announcement number on your state application (MS-100). Applications may be obtained from the Maryland State Lottery Agency's Human Resource Division or by visiting the DBM website: www.dbm.maryland.gov. **Applicants will be rated based on their description of job duties and responsibilities. Applicants should be thorough in completing this requirement.**

(10-2587-912)

Applications (MS100) must be completed and received no later than Friday February 12, 2010:

Please submit to:

Frederick E. Ramsey, Director of Human Resources
Maryland State Lottery Agency
1800 Washington Blvd., Suite 330
Baltimore, MD 21230