

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**

**LOTTERY DISTRICT SALES REPRESENTATIVE**

**JOB DESCRIPTION**

Employees in this job complete or oversee a variety of professional assignments to develop and maintain lottery retail accounts in a designated district of the state.

There are three classifications in this job.

**Position Code Title - Lottery Dist Sales Rep-E**

**Lottery District Sales Representative 10**

This is the entry and intermediate level. The employee performs an expanding range of professional lottery district sales representative assignments in a developing capacity.

**Lottery District Sales Representative P11**

This is the experienced level. The employee performs a full range of professional lottery district sales representative assignments in a full-functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

**Position Code Title - Lottery Dist Sales Rep-A**

**Lottery District Sales Representative 12**

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

**NOTE:** Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Promotes lottery sales through direct contact with retail operations in an assigned district of the state.

Establishes new sales accounts and maintains those already in existence.

Recommends promotional activities specific to individual retailers' needs.

Provides point of sale display materials to retailers, and encourages participation in lottery gaming activities.

Instructs retailers on lottery rules and regulations; provides advice to retailers to maximize sales.

Acts as liaison between retail agents and lottery management to resolve problems and respond to inquiries.

Participates in promotional campaign development to improve lottery sales.

Promotes sales of new lottery games.

Identifies sales problems and initiates corrective actions.

Reviews and monitors retail sales records, inventories, and sales patterns, and prepares reports of activities.

Participates in training programs and attends meetings as required.

Maintains security for lottery tickets and other promotional items.

Maintains favorable public relations.

Maintains records and prepares reports and correspondence related to the work.

Performs related work as assigned.

### **Additional Job Duties**

#### **Lottery District Sales Representative 12 (Lead Worker)**

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

#### **Lottery District Sales Representative 12 (Senior Worker)**

Performs on a regular basis professional lottery district sales representative assignments that are recognized by Civil Service as more complex than those assigned at the experienced level.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Developing knowledge is required at the intermediate level, and considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the principles and practices of lottery district sales representation.

Knowledge of sales and promotional methods and techniques.

Knowledge of the principles and practices of product marketing and retail sales.

Knowledge of retailer or customer sales relation techniques.

Ability to work with a wide variety of people and retailers in a usual sales atmosphere as well as in stressful and difficult circumstances while maintaining the integrity of the Lottery.

Ability to establish and maintain retail sales accounts.

Ability to maintain favorable sales relationships with retail operations.

Ability to analyze data and prepare reports.

Ability to identify and analyze problems and to take corrective actions.

Ability to determine market conditions that influence sales.

Ability to conceive of promotional methods to improve sales.

Ability to maintain records and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to work as a member of a team.

Ability to travel on a daily basis.

Ability to maintain favorable public relations.

### **Additional Knowledge, Skills, and Abilities**

#### **Lottery District Sales Representative 12 (Lead Worker)**

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

### **Working Conditions**

Considerable travel by automobile is required.

### **Physical Requirements**

The job duties require an employee to lift and move boxes and displays.

### **Education**

Possession of a bachelor's degree in any major.

### **Experience**

#### **Lottery District Sales Representative 10**

One year of professional consumer product sales or management experience in retail operations or management experience in a Class C licensed establishment (restaurant/bar).

#### **Lottery District Sales Representative P11**

Two years of professional consumer product sales or management experience in retail operations or management experience in a Class C licensed establishment (restaurant/bar), including one year equivalent to a Lottery District Sales Representative 10.

#### **Lottery District Sales Representative 12**

Three years of professional consumer product sales or management experience in retail operations or management experience in a Class C licensed establishment (restaurant/bar), including one year equivalent to a Lottery District Sales Representative P11.

### **Alternate Education and Experience**

#### **Lottery District Sales Representative 10**

Five years of consumer product sales or management experience in retail operations may be substituted for the education and experience requirements.

#### **Lottery District Sales Representative P11**

Six years of consumer product sales or management experience in retail operations, including one year equivalent to a Lottery District Sales Representative 10 may be substituted for the education and experience requirements.

#### **Lottery District Sales Representative 12**

Seven years of consumer product sales or management experience in retail operations, including one year equivalent to a Lottery District Sales Representative P11 may be substituted for the education and experience requirements.

### **Special Requirements, Licenses, and Certifications**

Possession of a driver's license.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

<b><u>Job Code</u></b>	<b><u>Job Code Description</u></b>	
LOTSLSREP	LOTTERY DISTRICT SALES REPRESENTATIVE	
<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Lottery Dist Sales Rep-E	LOTSREPE	NERE-176
Lottery Dist Sales Rep-A	LOTSREPA	NERE-180

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