



Maryland State Lottery Agency VLT Supervisor Of Enforcement

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

LOCATION: 1800 Washington Blvd., Ste. 330
Baltimore, MD 21230

SALARY RANGE: \$51,940 to \$82,395 (Grade 20)
Temporary Salary Reduction thru 6/30/11

ISSUED: August 19, 2010

CLOSING DATE: September 17, 2010

NATURE OF WORK: A Casino Enforcement Supervisor is responsible for supervising Casino Enforcement Officers. The position reports to the Director of Enforcement. The individual must be willing to travel.

POSITION DUTIES:

Supervisor of Enforcement supervises the Casino Enforcement Representatives in the following duties:

- Establishes working relationships with all levels of law enforcement, casino management, casino staff employees, all registered and certified vendors, and all other necessary persons;
- Participates in surveillances, searches and seizures when required in order to accomplish investigative needs and maintains the security of gaming facilities;
- Responds to all patron complaints and questions and attempts to resolve all complaints from patrons in a satisfactory manner;
- Monitors patron complaints, unusual or suspicious activity on the casino floor or other sensitive casino areas.
- Ensure the monitoring of all casino employees that each employee meets the Lottery's licensing requirements. Monitoring visible credentials for all casino employees;
- Ensure that all vendors, manufacturers, etc are licensed in accordance with regulations;
- Monitors casino personnel with jackpot payouts to ensure meters are properly recorded and the payout is accurate and valid;
- Monitors the receipt of all state-owned equipment, including video lottery terminals into the casino, affixes the state asset tag, records appropriate information into the corresponding maintenance log and performs inventory of all state owned property;
- Review the coordinated activities with the appropriate Lottery personnel concerning all slot machine placements, replacements, floor plans, and all necessary surveillance coverage with each floor plan change;
- Oversees inquiries regarding casino operations and secures copies of documents, tape/disc, reports, logs, etc., that are necessary to ascertain compliance with all laws and regulations and internal controls;
- Reviews facility signage to ensure compliance with Lottery regulations;
- Maintains familiarity with all documents relating to casino compliance such as the property internal controls, property rules, regulations and procedures and Lottery rules, regulations and internal policies;

Supervisor of Enforcement duties include the following:

- Prepares and enforces work schedules.
- Assures that all Comptroller of the Treasury and vendor requests are completed promptly;
- Enforces compliance with all Maryland Lottery Agency licensed gaming facility Regulations, Casino Policies and Casino Internal controls.

DESIRED QUALIFICATIONS:

Four (4) years experience conducting criminal investigations for a federal, state, or local police department that includes some investigations of illegal gambling operations.

Experience in maintaining the security of lottery operations and investigating violations of laws and regulations related to lottery activities.

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 for this recruitment. All information concerning your qualifications must be submitted by the closing date. **We will not consider information submitted after this date.**

THE MARYLAND STATE LOTTERY AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER

Maryland State Lottery Agency VLT Supervisor Of Enforcement

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

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.

EXAMINATION: The examination will consist of a rating of training and experience. Applicants will be rated based on the information provided on their applications. Therefore it is important to complete your application accurately and completely. Make certain to describe your job duties and responsibilities and the amount of time you spent at each job.

APPLICATION PROCEDURES: Applicants must submit a completed State of Maryland (MS-100) job application. Applications may be obtained from the Maryland State Lottery Agency's Human Resource Division or by visiting the DBM website: www.dbm.maryland.gov.

**Applications (MS100) must be received no later than Friday, September 17, 2010
to:**

**Please submit your application
Yvonne Clark-Drayton, Human Resources Officer
Maryland State Lottery Agency
1800 Washington Blvd., Suite 330
Baltimore, MD 21230**