

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

LOTTERY COMMODITIES DISTRIBUTOR II

POSITION CODE: 24402
Effective: 6-16-01

DISTINGUISHING FEATURES OF WORK:

Under direction, operates a heavy duty truck and/or tractor-trailer unit utilized in delivering, collecting and returning, on a weekly basis, printed state lottery tickets and related promotional materials to designated distribution centers or transporting equipment and properties used for weekly and special lottery drawings at various sites throughout the State; loads and unloads tickets and supplies; assists in setting up and dismantling drawing and display equipment; performs various warehouse duties at lottery central, including receipt, storage and preparation for shipment of raw and finished stock, forms, supplies and equipment.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Operates a heavy-duty truck and/or tractor-trailer unit (show van) on state highways, thoroughfares and public grounds, e.g., parks, fairgrounds, shopping centers or malls, etc.
2. Delivers and unloads weekly lottery tickets, sales and advertising materials to designated distribution centers; returns and assists in unloading unsold lottery tickets to lottery central.
3. Prepares and issues official receipts for deliveries and returns.
4. Maintains strict security regulations regarding the custody of lottery tickets and accounting for official accountability records.
5. Assists in loading and unloading, setting up and dismantling drawing and display equipment utilized in weekly and special drawings at various public sites throughout the State.
6. Maintains accurate trip records including, but not limited to, receipts, deliveries, returns, mileage, fuel consumption and other operating expenses.

LOTTERY COMMODITIES DISTRIBUTOR II (Continued)

7. Responsible for maintaining vehicles in good operating condition; may make minor repairs and adjustments.
8. May assist in routing of scheduled trips.
9. Performs a variety of storekeeping duties at lottery central warehouse facility including production operations, receipt and storage of incoming raw stock, supplies and materials, and storage of finished stock and forms; checks receiving reports, bills of lading and vouchers to verify accuracy; completes shipping orders or forms; assists in taking periodic physical inventory of warehouse.
10. Performs other duties as required or assigned which are reasonably within the scope of those enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of high school.

Requires two years experience in the operation of heavy trucks or tractor-trailers utilized for transporting cargo.

Knowledges, Skills and Abilities

Requires thorough knowledge of Illinois traffic laws and safety rules, and working knowledge of transfer work as set forth by the Interstate Commerce Commission regulations.

Requires working knowledge of and experience in warehousing methods and techniques involving the receipt, storage and shipment of goods, record keeping procedures and controls.

Requires ability to load cargo for optimum efficiency and damage control.

Requires ability to prepare operational, accident and unique incident reports, and maintain necessary records and controls.

Requires ability to understand and follow oral and written instructions.

Requires ability to evaluate need for the repair and/or replacement of equipment.

Requires ability to maintain satisfactory working relationships with other staff and the general public.

Requires an appropriate valid Commercial Driver's License - Class A, with appropriate endorsements.