

DESCRIPTION: Under administrative direction, supervises, directs, and manages the lottery and charitable gaming investigation and security programs. Schedules and assigns department Investigators; assists in developing and administering policies to ensure statewide compliance with lottery and charitable gaming laws; performs other related duties as assigned

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Positions in this class supervises department Investigators and applies independent judgment and discretion to determine: a) how to meet the security requirements required by lottery umbrella organizations; b) assigning and directing the work of investigators, determining whether or not to pursue investigations of reported violations of lottery or charitable gaming laws, what further course of action to recommend once the investigations are complete, and c) establishing relationships and/or partnerships with other law enforcement entities, judicial, and state, local and federal elected officials such as County Attorneys or the Attorney General's Office for the purposes of coordinating criminal investigations, prosecution, or representing the Department of Revenue as the charitable gaming and lottery law enforcement expert. This class also holds law enforcement and arrest powers.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans, organizes, assigns and directs work of subordinate investigatory staff to facilitate the attainment of the unit's work goals and to ensure the consistent application of technical policies, procedures, and guidelines.

Analyzes and evaluates the agency enforcement and security programs, procedures, policies, and activities for effectiveness and recommends revisions where necessary; and attends agency and commission meetings, conferences, training programs, and hearings, as a representative explaining concerns in areas of responsibility.

Confers with and counsels subordinate staff to exchange information on and/or explain work policies, procedures, and guidelines and to identify the characteristics and impact of and formulate possible solutions to work-related problems.

Reviews and compares work performance and/or products of subordinate staff with established standards to determine employee production levels and training needs and to determine actions such as promotions, disciplinary actions, status changes, separations, and grievance dispositions.

Trains subordinate staff in the principles, practices, policies, and/or procedures of their job to maintain and/or improve the production levels of employees in accordance with established work performance standards.

Plans, designs, and implements the lottery security program (for both vendors and the lottery office) to ensure compliance with the Multi-state Lottery requirements and employee safety. Responsible to ensure safety and physical security of locations housing gaming and lottery products and information including security policy and procedures, security equipment and the security guard program. Ensures Multi-State Lottery requirements are met.

V29724 – REVENUE INVESTIGATIONS AND SECURITY SUPERVISOR (continued)

Reviews completed administrative, criminal, and background investigations and recommends appropriate action. Reviews reports of administrative or criminal violations of lottery, charitable gaming, and tax laws to determine appropriate investigative action.

Monitors printing of lottery tickets to detect problems; works with vendors to ensure lottery tickets are in accordance with lottery regulations. Monitors guards assigned to safeguard locations housing gaming and lottery staff and implements.

Conducts intensive background checks on current and potential lottery vendors and employees; physically inspect vendor locations to ensure on-site security is adequate.

Interprets and explains gambling and lottery laws, rules, regulations, policies and procedures to investigators, auditors, the general public, local city, county and law enforcement officials to include city attorneys and county prosecutors; serves as a technical consultant and trainer to local law enforcement agencies in matters pertaining to enforcement of the lottery and gambling options and impact of decisions on local revenue.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: criminal investigation techniques and procedures; principles of identification, preservation of evidence relating to financial fraud, embezzlement, extortion, bribery, larceny, and conspiracy; charitable gaming and lottery operations; current security technology; computer operations to include spreadsheets and word processing; principles and practices of police work; gambling laws, related laws, court decision, Attorney's rules of evidence, laws of arrest, and search and seizure requirements; legal rights of citizens; procedures before administrative hearing officers, administrative law judges, and courts; fundamentals of gambling devices and activities; financial investigative techniques and practices; practices and structures of various policing agencies at local, state, and federal level; effective public relations principles, practices, and techniques; techniques of instruction and public speaking.

Skill in: Investigating allegations of criminal activity, gathering information, observing and recording facts and asking questions to obtain facts; analyzing complex investigative problems and determining solutions; the use of effective investigation techniques; dealing with the public and the parties involved in investigations; planning and organizing work

Ability to: Weigh facts impartially and accurately; write and speak clearly, concisely and informatively and travel frequently for extended periods; work with and secure the cooperation of law enforcement and prosecutorial agencies throughout the assigned region to enforce the laws, investigate alleged violations, and prepare cases for prosecution involving violations of state gambling laws; analyze data and summarize into reports; organize and delegate work to subordinates; supervise staff; effectively communicate with customers and representatives of charitable gaming and lottery groups; train and supervise subordinate employees; communicate effectively with diverse populations; interpret federal laws, state statutes and regulations; and operate a computer.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Coursework/training in criminal justice, law enforcement, police science, criminology, or related field, experience conducting criminal investigations and experience leading or supervising others conducting criminal investigations, certification as a Nebraska Law Enforcement Officer.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

All successful applicants will undergo an extensive personal background investigation that may include a) any criminal record; b) a driving record; c) credit rating; and d) other personal background information useful in determining the applicant's character. A fingerprint check will be conducted through the Nebraska State Patrol.