STATE OF NEBRASKA CLASS CODE: X01732
CLASS SPECIFICATION
EST: 07/97 - REV: 10/11

REVENUE CHARITABLE GAMING LICENSING SPECIALIST

DESCRIPTION: Under general supervision, performs various duties associated with the licensing of nonprofit organizations, businesses, and individuals to conduct charitable gaming activities including bingo, lottery by pickle card, lotteries, and raffles. This position will also assist in the licensing of county/city lottery activity with particular emphasis on the licensing of sales outlet locations and lottery workers.

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.)

Reviews license applications to determine compliance with license eligibility criteria, researches past license history, corresponds with the Internal Revenue Service when necessary regarding tax exempt status of license applicants.

Communicates when necessary with the Nebraska Liquor Control Commission regarding liquor license status as it related to pickle card operator license applicants.

Requests additional information from applicants.

Makes recommendations on issuance or denial of license applications.

Assists with certain aspects of the annual license renewal application processing including the printing of the computer-generated license renewal applications, the mailing of the license renewal applications, and the internal processing of the license renewal applications.

Interaction with the Division's Administrative Assistant, the Division's Audit Section relative to annual report compliance, Field Services Divisions with respect to tax compliance issues, Investigations Division regarding past compliance issues.

Assists in the preparation of special reports and computer-generated listings related to licensing activities in response to requests from other staff, senators, licensees, and the general public.

Researches and prepares correspondence of a general nature to charitable gaming licensees and the public based upon written and telephone inquiries.

Handles telephone inquiries from the general public regarding licensing-related matters including, but not limited to, license eligibility criteria, completion of license application(s), and license application status.

Deals with walk-in traffic regarding license eligibility requirements, license application completion, registration decals for coin and currency-operated pickle card dispensing devices, and other licensing-related matters.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: charitable gaming laws and administrative rules and regulations; other functional areas of the Department of Revenue including basic knowledge of certain tax programs administered by the Department such as individual income tax and business sales and withholding taxes.

Ability to: interpret charitable gaming laws and rules and regulations dealing with licensing and apply them to the review of license applications; communicate effectively both orally and in writing with the general public, licensees, other Charitable Gaming staff, and other Department of Revenue personnel; effectively deal with other functional areas of the Department in the review of license applications and the subsequent issuance of charitable gaming licenses; analyze license applications and applying detailed eligibility criteria to each application; prioritize and plan work in order to effectively deal with the volume of license applications routinely handled in the licensing area.

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance and/or other evaluations.)

Knowledge of: general office procedures and the use of office equipment including personal computers and the use of word processing and database software; formats used in written business communications, English grammar, spelling, punctuation, and composition.

Ability to: communicate effectively both orally and in writing; planning and prioritizing work for effective handling of large volumes.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or experience that will enable the incumbent to possess the required knowledge, skills and abilities. A general qualification guideline for positions in this class is experience, education, or training in the areas of office management practices, general office work, or office support functions.