

**State of Michigan  
Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

<b>Position Code</b> 1. STUDASTEB35R
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## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> BUREAU OF STATE LOTTERY
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Michigan State Lottery
<b>4. Civil Service Position Code Description</b> STUDENT ASSISTANT-E	<b>10. Division</b> Administration
<b>5. Working Title (What the agency calls the position)</b> Student Assistant	<b>11. Section</b> Financial Gaming Services
<b>6. Name and Position Code Description of Direct Supervisor</b> GARDNER, MATTHEW; STATE ADMINISTRATIVE MANAGER	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> TIEMANN, NATALIA; STATE DIVISION ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 101 E HILLSDALE ST; LANSING, MI 48933 / M-F; Varied hours; within hours of 7:45am - 4:45pm

**14. General Summary of Function/Purpose of Position**

This position assists with the review of prize claims, preparing credit evaluation summaries for new retailers and change of ownership requests and providing support for the Gaming System Retailer Adjustment process. In addition, this position prepares spreadsheets for analysis, manifests and balances daily cash receipts, verifies EFT updates and assists with record center management.

**15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.**

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

**Duty 1**

**General Summary:**

**Percentage: 35**

Prize claims review to minimize IRS penalties.

**Individual tasks related to the duty:**

- Ensure daily all prize claims are received from the regional offices and claim centers. Review claims for accuracy, including name and social security numbers to minimize IRS penalties.
- Maintain claim files including record storage as directed by Administrative Assistant.

**Duty 2**

**General Summary:**

**Percentage: 25**

Prepare credit evaluation summary for new retailers and change of ownership requests to determine credit strength.

**Individual tasks related to the duty:**

- Review new applicants and change of ownership requests. Extract personal and business information and documentation for each owner including credit reports, treasury information and Lottery retailer history. Obtain additional information as directed.
- Prepare evaluation summary to recommend licensure, licensure with bond, or denial of license, based on documentation. Forward to appropriate staff to determine application recommendations. Once returned from staff, enter application recommendation into licensing system. File backup daily in an appropriate, organized manner (by date, retailer number or alpha).

**Duty 3**

**General Summary:**

**Percentage: 25**

Provide support with Gaming System Retailer Adjustment process. Assist with instant and on-line retailer adjustment requests, including Instant Ticket Vending Machine (ITVM) damaged tickets.

**Individual tasks related to the duty:**

- Assist staff with researching retailer adjustment requests, balancing and coordination of adjustment processing. Assist with monitoring adjustment request reports.
- Assist staff with financial adjustments to retailers for instant tickets, on-line tickets, stolen tickets and ITVM tickets.
- Provide phone support for initial adjustment inquiries.
- Maintain adjustment files including record storage.

**Duty 4**

**General Summary:**

**Percentage: 15**

Prepare special assignments and projects and assist office staff as needed.

**Individual tasks related to the duty:**

- Prepare spreadsheets for analysis as directed by Accounting Manager and/or Financial Analysts.
- Manifest and balance daily cash receipts from suppliers, retailers, vendors, and new applicants.
- Verify EFT updates, ensuring retailer number, retailer name, bank routing number, bank account number and effective date are accurate for retailer weekly statements.
- Assist with record center management as directed by Administrative Assistant.
- On a weekly basis, assist with calling retailers regarding their first delinquency.
- Serve as primary contact for phone coverage.
- Serve as primary resource for mail retrieval and delivery.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

This position receives supervision while learning the methods, practices, policies, procedures, laws and regulations applicable to the work performed.

**17. Describe the types of decisions that require the supervisor's review.**

This position receives supervision while learning the methods, practices, policies, procedures, laws and regulations applicable to the work performed.

**18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

The position is located in a standard office environment, including working at a desk, sitting, bending, standing, pushing, pulling, reaching, lifting less than 25 lbs will be required with some repetitive motion. The position requires that the incumbent sit for extended periods while using the computer and telephone.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> Train employees in the work.      |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

Essential duties are reviewing prize claims, preparing credit evaluation summaries for new retailers and change of ownership requests and for providing support for the Gaming System Retailer Adjustment process. In addition, this position prepares spreadsheets for analysis, manifests and balances daily cash receipts, verifies EFT updates and assists with record center management. Attendance is an essential function of this position.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

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25. What is the function of the work area and how does this position fit into that function?

The work area is responsible for accounting functions within the Bureau; preparation of monthly and semi-annual audited fully accrued financial statements submitted to reporting to the Legislature, Office of Auditor General, and DTMB Office of Financial Management; coordination of quarterly independent audits; financial liaison with 11,000 licensed agents; adherence to IRS reporting and depositing regulations; other standard accounting functions such as accounts payable, accounts receivables, and cash receipting.

This position is responsible for reviewing prize claims, preparing credit evaluation summaries for new retailers and change of ownership requests and for providing support for the Gaming System Retailer Adjustment process. In addition, this position prepares spreadsheets for analysis, manifests and balances daily cash receipts, verifies EFT updates and assists with record center management.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Current enrollment in vocational or technical school, or post-secondary educational institution.

Accounting/Business major preferred.

Student who has taken General Principles of Accounting classes preferred.

**EXPERIENCE:**

**Student Assistant A**

No specific type or amount is required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of generally accepted accounting principles and generally accepted auditing standards, excellent written and verbal communication skills, the ability to work independently, knowledge of personal computer applications including but not limited to word processing, spreadsheet, and database software.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

None.

*NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*

*I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.*

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

None.

*I certify that the entries on these pages are accurate and complete.*

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date

*I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.*

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date