



Position Announcement: 12-1043-906

Job Title/Code: LEAD COMPUTER OPERATOR (1043)

This is a Position Specific Recruitment for the Maryland State Lottery Agency. The resulting eligible list will be used to staff this position or function only. Interested persons will need to reapply for another recruitments for this classification.

LOCATION: Maryland State Lottery Agency Information Technology (IT) Division - Baltimore, MD

SALARY/GRADE: \$34,863 - \$54,694 (GRADE 13)

ISSUED: 6/26/2012 **CLOSING DATE:** 7/10/2012

NATURE OF WORK:

This position will function as a Lead Computer Operator in the Information Technology Division of the Maryland State Lottery Agency. This position is a full performance level of work operating multi-purpose, multi-tasking computer systems. This position supervises other computer operators and will, on occasion, require working weekends, nights, holidays, and overtime.

POSITION DUTIES:

- ◇ Lead and directs other computer operators;
- ◇ Serves as first contact on all operational issues;
- ◇ Interacts with contractual vendors and service personnel used by the unit and division;
- ◇ Runs jobs to create files and reports to verify financial data reports, balancing totals with Vendor and Internal Control Systems (ICS) for Powerball, Mega Millions, Pick 3, Pick 4 and all other Online and Instant games;
- ◇ Ensures that all reports, files and production jobs are correct and accurate;
- ◇ Reviews and adjusts the production job schedules, job request forms, and job documentation to make the most efficient use of the computer and peripheral equipment and to allow for the processing of special and emergency jobs;
- ◇ Enters commands on the control console to open and close files, as required, to process specific jobs and to activate batch, backup, and test jobs;
- ◇ Monitors the processing of jobs by observing the control console and correcting processing errors according to operating policies, procedures, and job documentation;
- ◇ Responds to calls from on-line system end-users regarding system problems and follows procedures in systems and device manuals to restore system access;
- ◇ Monitors on-line system by entering simulated data, determining if valid responses are received and maintaining a record of response times;
- ◇ Notifies on-site programmers, technical support staff, and end-users of program and system problems;
- ◇ Maintains accurate and up to date information within the Daily Operations Log;
- ◇ Cleans, adjusts, and makes minor repairs to computer equipment including printers and tape drives.

MINIMUM QUALIFICATIONS:

Education: Graduation from an accredited high school or possession of a high school equivalency certificate.

Experience: Three (3) years of experience operating a multi-purpose, multi-tasking computer systems

- Notes:
1. Experience operating computer equipment for the purpose of data entry, word processing or maintaining information may be substituted on a year-for-year basis for the required education.
 2. Fifteen credit hours in computer operation at an accredited college or university may be substituted for one year of the required experience.

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SELECTION AND ASSESSMENT: You must possess the minimum qualifications to be considered for this position. The examination will consist of a rating of your education, training, and experience related to the requirements of the position. You may be required to complete a qualifications supplement, or the rating may be based on your application. Therefore, it is important that you provide complete and accurate information on your application. Report all experience and education related to this position. Successful candidates will be ranked as Best Qualified, Better Qualified, or Qualified and placed on the employment (eligible) list for at least one year.

APPLICATION PROCEDURES: Applicants must complete a State of Maryland employment application (MS-100), which may be obtained from the Maryland State Lottery Agency (MSLA) or by visiting the DBM website: www.dbm.maryland.gov. Submit materials no later than close of business Monday, July 9, 2012.

Yvonne Clark-Drayton
Human Resources Officer II
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