

New York State Department of Civil Service

DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 2254100

Lottery Drawing Assistant, NS

Brief Description of Class

Lottery Drawing Assistants prepare and perform live on-camera Lottery drawings for the New York State Lottery at the New York State Gaming Commission. They are in the non-competitive jurisdictional class.

Distinguishing Characteristics

Lottery Drawing Assistant: the positions are temporary hourly. Lottery Drawing Assistants conduct live televised drawings and serve as statewide or regional spokesperson for the New York State Lottery under the general direction of the Manager Lottery Drawings; may provide direction to Lottery Studio Aides.

Related Classes

Lottery Studio Aides prepare and operate drawing machines and perform studio maintenance duties at the Division of the Lottery of the New York State Gaming Commission.

Illustrative Duties

Inspect the Lottery office and studio for tampering; prepare drawing machine for auditor; remove ball sets from the safe under observation by the auditor; breaks the seals and places balls in machine; release balls, verify winning numbers, and prize data; advise media of winning numbers; complete daily log; bring sets of drawing balls to NYS Bureau of Weights and Measures to be evaluated and officially weighed; represent the Lottery at fairs, interviews and other promotional events; and may emcee lottery drawings as needed.

Minimum Qualifications

Non-competitive: High school diploma or equivalent required, AND on-camera television or stage experience; OR Lottery drawings experience

A valid license to operate a motor vehicle in New York State will be required for appointment and continued employment.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 9/2021

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