

New York State Department of Civil Service

DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 2254300

Lottery Studio Aide, NS

Brief Description of Class

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.

Distinguishing Characteristics

Lottery Studio Aide: the positions are temporary hourly. Lottery Studio Aides operate machines that select lottery balls for the New York State Lottery under the general direction of the Manager Lottery Drawings and Lottery Drawing Assistant.

Related Classes

Lottery Drawing Assistants prepare and perform live on-camera Lottery drawings for the New York State Lottery at the New York State Gaming Commission.

Illustrative Duties

Set up drawing machines on stage; load and unload numbered balls in and out of machines according to procedures; operate drawing machines and other equipment during live televised drawings; scan and email winning number results to Lottery and media outlets for distribution; enter winning numbers into various computer programs; clean and polish drawing machines and complete various studio maintenance duties. The positions do not supervise.

Minimum Qualifications

Open Competitive: High school diploma or equivalent required, data entry experience, and ability to move heavy equipment.

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: 6/2018