

# CA State Lottery DUTY STATEMENT

(New/Revised 12/2020)

PROPOSED

CURRENT

	EFFECTIVE DATE
DIVISION/UNIT	POSITION NUMBER (Agency – Unit – Class – Serial) 358 - - -
WORK LOCATION	CLASS TITLE
INCUMBENT NAME	WORKING TITLE

The Lottery is dedicated to implement the public’s mandate to maximize supplemental funding for public education through the responsible sale of lottery products.”

**Brief Job Description:**

% of time performing duties | Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned. MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

	<p><b>ESSENTIAL FUNCTIONS</b></p>
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**MARGINAL FUNCTIONS**

**SUPERVISION RECEIVED:**

**SUPERVISION EXERCISED:**

**TYPICAL PHYSICAL DEMANDS:**

**TYPICAL WORKING CONDITIONS:**

**PERSONAL CONTACTS:**

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.

**To be reviewed and signed by the supervisor and employee:**

**SUPERVISOR'S STATEMENT:**

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE SIGNED

**EMPLOYEE'S STATEMENT:**

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE SIGNED

