



Draw Manager

The Idaho Lottery is looking for a Draw Manager to join our Security Division. This is an exciting opportunity for someone looking for a part time job (approx. 20 hours per **month**) to earn extra/supplemental income.

If you are looking to get out and make some extra money a few evenings a week while doing something fun and rewarding, this may be the job for you!

Duties and Responsibilities:

- Administer and process all state and security draw procedures pertaining to Idaho Lottery and Multi-State Lottery Association rules
- Completes and processes all paperwork and ensures integrity of all draw games during and after the drawings
- Initiate and control "lockdowns"
- Run and balance various required system reports
- Identify and resolve any drawing issues that may occur
- Inform Lottery and vendor personnel regarding any problems that may or have occurred with the draw

Minimum Qualifications:

- Must be able to work independently
- Must be detail oriented
- Must be extremely reliable and dependable
- Must live within ½ hour driving time of the Lottery Office
- Must successfully pass criminal, credit, and public records background checks conducted by the Idaho Lottery

This position works in the evening on weekdays and weekends, including holidays, with an average of average of 20 hours/month. The shifts rotate between Monday, Tuesday, Wednesday, Thursday, Friday and Saturday and begin at 6:30 PM.

This part time position is located at the Idaho Lottery Corporate Office in Boise, Idaho. Pay for this position is \$14.21/hour.

To apply, please send a resume of work history and cover letter explaining your qualifications and desire for this job to jobs@lottery.idaho.gov or send via mail to Idaho Lottery, 1199 Shoreline Lane, Suite 100, Boise, Idaho 83702, Attn: Jennifer Quinno-Miller. Job announcement closes end of day on August 14, 2018.