



**Authorized Job Title:** Licensing Specialist

**Internal Job Title:** Licensing Manager

**Department:** Security

**FLSA Status:** Exempt

**Reports to:** Security Director Administration

**Position Summary:** The Licensing Manager oversees the licensing process for licensure of retailers as prescribed by the Arkansas Lottery Act, provides guidance and instruction to Licensing Specialists, develops and implements licensing procedures and changes to licensing procedures, and provides resources, including coordination with other departments and state agencies.

**Typical Functions:**

- Review application process and input into the ASL operating system (BOS) and other spreadsheets used to track application process
- Provide leadership and guidance to Licensing Specialists
- Determine next task, troubleshoots task, and then assigns tasks to Licensing Specialists
- Determine and acquire needed resources for Licensing Specialist to facilitate the application process
- Conduct meetings with Licensing Specialists for updates and information
- Ensure retailers are properly licensed in accordance with the Arkansas Lottery Act by continually reviewing completed applicant file for completeness, reviewing BOS input and other spreadsheets, and approving retailer applications
- Provide regular reports and to Director of Security and other sections using information housed in BOS, spreadsheets and retailer files
- Assist Treasury with correspondence to retailers with delinquent accounts
- Respond to difficult and/or complex retailer inquiries
- Provide technical support and analysis to retailers, the Retailer Advisory Board, IT and others, as requested on Licensing status and procedures
- Act as contact person on key issues with the Department of Finance and Administration and other agencies
- Approve leave and timesheets for Licensing Specialists
- Identify needed changes in licensing procedures
- Make recommendations to changes in policy and procedures to Director of Security

**Knowledge, Skills and Abilities:**

- Working knowledge of Microsoft Word, Excel and Outlook; and, database applications
- Working knowledge of organizational structure
- Good organizational and communication skills
- Ability to prioritize assignments
- Ability to comply with ASL Licensing procedures, the Arkansas Lottery Act, and ASL procedures
- Ability to research, gather information and use appropriate resource to correctly respond to retailer requests or to compile reports for ASL
- Ability to construct and edit correspondence so that convenience is clear and concise
- Ability to review files for correctness and provide feedback to Licensing Specialists

**Special Job Dimensions:**

- Attention to detail Accuracy in verbal and written reports
- Understanding and communication of complex procedures to retailers and others
- Protect privacy of retailer information
- Work side by side with Specialists on a daily basis to complete licensing processes

**Minimum Education and/Experience:**

- 5 years administrative work experience that requires attention to detail
- 3-5 years of supervisory/management experience
- Experience with Microsoft Word, Excel and Outlook
- Experience with database applications
- Customer service experience

**Preferred Qualifications**

- Experience with Lottery
- Responsibility for a major program or project requiring multi-tasking and teamwork



**Authorized Job Title:** Chief Legal Counsel

**Internal Job Title:** Chief Legal Counsel

**Department:** Legal

**FLSA Status:** Exempt

**Reports to:** Director/ALC

**Position Summary:** The purpose of the Chief Legal Counsel is to serve as the legal counsel to the Director and the Arkansas Lottery Commission (ALC). The Chief Legal Counsel directs the legal and administrative activities of the Legal Division. The Chief Legal Counsel directly reports to the Director.

**Typical Functions:**

- Ensures that ALC is in compliance with State laws and regulations, including but not limited to the Arkansas Scholarship Lottery Act, Arkansas Freedom of Information Act, Arkansas state procurement laws, the Arkansas Administrative Procedures Act and all Arkansas ethical rules and statutes. Provides legal interpretation of the laws and regulations of the State.
- Advises the ALC, the Director of ALC, and management personnel on legal implications of proposed rules, policies and procedures, administrative decisions, and actions.
- Serves as the ALC point of contact with the Arkansas Legislative Lottery Oversight Committee (LOC) and prepares and coordinates the filing of all documentation and reports which must be statutorily filed with the LOC.
- Promulgates all ALC rules in conjunction with the ALC Legal Committee and ensures that those rules are properly filed with the necessary agencies and are in compliance with state and federal laws.
- Provides assistance to the Director in formulating and interpreting policies and procedures. Drafts and interprets legislative bills, resolutions and amendments related to the Arkansas Scholarship Lottery Act.
- Organizes and directs the activities of the Legal Division of the ALC and oversees the daily operation of the Division.
- Reviews procurement contracts with ALC management and lottery vendors and reviews and advises on the terms of procurements recommended by the Director to ensure compliance with the Arkansas Procurement Code and the Arkansas Scholarship Lottery Act. Develops contracts with lottery retailers and reviews the terms of the contracts.
- Represents the ALC in civil proceedings and administrative adjudication related to issues involving the day-to-day operations of the ALC.
- Serves as primary contact with outside law firms that are contracted to provide any legal support to the ALC.
- Provides information to the Arkansas Lottery Commissioners, legislators and their staffs regarding the ALC and its activities. Supports the Director in response to public and media relations.
- Performs other duties and oversees special projects as may be assigned by the Director and the ALC Board.

**Knowledge, Skills and Abilities:**

- Knowledge of the laws of Arkansas
- Ability to interpret and apply Arkansas law
- Knowledge of the legislative and judicial processes
- Ability to communicate effectively, both orally and in writing
- Ability to manage and supervise the work of subordinates and make sound judgments regarding the legal activities of the Commission.

**Minimum Education and/Experience:**

- Requires a juris doctor degree from an accredited law school and a minimum of five (5) years experience as a practicing attorney in a public or private setting; Currently licensed in to practice law in Arkansas and current on all continuing education requirements.