

CALIFORNIA HORSE RACING BOARD



JOB OPPORTUNITY FOR RACING LICENSE TECHNICIAN I/II

Visit our Website at www.chrb.ca.gov

LOCATION: **ALBANY, CA**

FILE BY: Until Filled

TENURE/TIMEBASE: Permanent/Full time

SALARY: RLT I \$2450-\$3064
RLT II \$2638-\$3305

HOW TO APPLY:

In order to be considered for this position, the individual must submit a Standard State Application (Std. Form 678) to:

ATTN: WENDY MATSUDA
California Horse Racing Board
1010 Hurley Way, Suite 300
Sacramento, CA 95825
(916) 263-6049

MAKE SURE YOU ENTER "JOB OPPORTUNITY – RACING LICENSE TECHNICIAN/ALBANY" in the title box of the Standard State Application, Form 678.

POSITION DESCRIPTION:

Under the direction of the Supervising Racing License Technician, the Racing License Technician assists in explaining, interpreting, and applying the Horse Racing Law and CHRB Rules and Regulations in the issuance or refusal of various occupational licenses needed to participate in horse racing meetings throughout the State. Other duties include, but are not limited to fingerprinting applicants; processing financial statements; use of computer terminal to verify and update records, documents, and other related data; verify racing programs daily to insure proper licensing and required workers' compensation insurance of racing participants. This position is located at Golden Gate Fields, 1100 Eastshore Highway, Albany, CA.

SPECIAL PERSONAL CHARACTERISTICS:

- Willingness to work irregular hours, weekends and holidays.
- Applicants must be willing to travel to the various northern California fairs during the summer.
- Applicable travel/per diem/mileage costs will be paid for travel to sites away from the Albany Office.
- Those with Spanish bilingual are encouraged to apply.

ADDITIONAL INFORMATION:

You are eligible to apply if:

- You currently are in a classification comparable and transferable to the Racing License Technician such as, but not limited to, Program Technician or Office Assistant, range B, or Office Technician.
- On an SROA/surplus list in a classification comparable and transferable.
- Have reinstatement eligibility.
- On a current Racing License Technician I/II eligible list.

Applications will be screened and only the most qualified will be interviewed.

It is the policy of the CHRB that no person may be hired as an employee if that person has been convicted of a felony, or any gambling-related offense, therefore, all employees are subject to a background check.

Questions regarding the duties of the position may be directed to Calvin Dawson, Licensing Supervisor at (916) 263-6035.

CALIFORNIA STATE GOVERNMENT*AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.
The California Horse Racing Board utilizes the California Relay Service. The numbers available for use are
1-800-735-2929 (TT.TDD) and 1-800-735-2922 (VOICE).

Final File Date: Until Filled

Release Date: 04/22/2014

CALIFORNIA HORSE RACING BOARD

RACING LICENSE TECHNICIAN I ALBANY LICENSING UNIT DUTY STATEMENT

Under the supervision of the Supervising Racing License Technician, the incumbent applies the Horse Racing Law and CHRB Rules and Regulations in the issuance or refusal of various occupational licenses. The position requires occasional travel, primarily in Northern California, as needed. Typical functions to be performed are as follows:

<u>% of Time</u>	<u>Essential Functions</u>
50%	Issues horse racing occupational licenses, including fingerprinting applicants, photographing applicants, and processing financial statements; prepares licensing sales reports and required deposits of monies collected. Licensing functions require the regular use of a computer keyboard.
25%	Verifies racing program proofs daily to insure owners, trainers, and jockeys are properly licensed and trainers have proper worker's compensation insurance; reviews, verifies, and processes workers' compensation sureties; with the Manager of Licensing, reviews, verifies partnership or corporate records, race horse leases, trust agreements or horse registration documents by using proprietary computer system to update horse racing information database; and uses computer programs such as Word and Excel to produce documents.
25%	Answers telephone calls; explains, interprets or applies provisions of horse racing laws, rules, regulations, and policies to the public by telephone or in person; and files documents for the Licensing Unit as necessary. Sorts incoming mail and routes to responsible staff; and processes outgoing mail as needed.