LOTTERY LICENSING UNIT ASSISTANT
(PROGRAM ASSISTANT II)
POSITION # 43344

The New Hampshire Lottery Commission has an immediate opening for a full-time Lottery Licensing Unit Assistant (Program Assistant II). This position will assess, process, and organize all new or renewal applications for licenses in accordance with the rules and regulations of the Lottery Commission, and to cross-function with program assistant positions in support of operations.

Minimum qualifications for this position is an Associate's degree with major study in business administration, accounting, business law, or related field. Three years' experience in a responsible clerical position, including experience in reviewing and processing customer forms and requests, maintaining paper and electronic files or balancing cash and reports to ensure their accuracy. Education and experience may be interchanged as appropriate.

Preferred Work Traits: Knowledge of modern office practices, procedures and equipment. Knowledge of basic principles of accounting and office reporting. Ability to understand and follow instructions. Ability to type at a moderate speed. Ability to maintain a filing system. Ability to establish and maintain good working relationships with other employees and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

License/Certification: None Required.

The salary range for this position is $ 34,690.50 – 47,872.50. It is labor grade 15. The successfully hired candidate must satisfactorily pass criminal background. For further information on the responsibilities for this position, contact Sharda Rao, HR Administrator at (603) 271-7132 or email at: Sharda.B.Rao@lottery.nh.gov

You can apply on-line by clicking on the following link: https://www.nh.gov/glance/working.htm. **This position closes June 6th, 2022. EOE**