



LOTTERY CASHIER II

SALARY: Commensurate with experience

CLASSIFICATION: USW- LS G05-1

POSTING DATE: 04/17/2024-04/30/2024

LOCATION: St. Thomas/St. John District

DESCRIPTION: RECEIVES TICKET REQUISITION, PROCESS, AND PRINT FROM VI LOTTERY DEALERS. PROCESSES PRIZE PAYMENTS TO THE PLAYING PUBLIC FOR THE TRADITIONAL GAME. PROCESS AND MAKE MINIMAL PAYMENTS FOR MEGAMILLIONS, POWERBALL, AND OTHER GAMES.

DUTIES AND RESPONSIBILITIES:

- Receive float cash from Supervisor to pay prizes.
- Count money received from the bank and replenish the float to the Supervisor
- Sell Tickets via the Point-of-Sale System (POS)
- Print tickets via XMPie Software
- Retrieve tickets from the printer
- Give tickets and ticket sales requisition to an Administrative Staff or Ticket Sales Supervisor to confirm the sale is accurate if over 35 sheets
- Cash Prize Payments via the Point-of-Sale System (POS) not exceeding \$1230.00
- Sell tickets for Mega Million and Powerball
- Cash tickets for Mega Million and Powerball not exceeding \$599.00
- Cash Instant Scratch tickets not exceeding \$500.00
- Add up all ticket sales reports and cash received at the end of the day
- Prepare deposit slips for the monies received for traditional ticket sales, Powerball, Megamillions, and other games for bank deposit
- Add up all prize payment orders and cash remaining at the end of the day
- Prepare deposit slips for monies received for Mega Million and Powerball Sales for bank deposit
- Add up all Mega Million, Powerball, and Scratch Payments
- Add the balance for Mega Million, Powerball, and Scratch Payments
- Deliver all daily receipts to the Supervisor to verify for bank deposit
- Balance of Mega Million, Powerball, and Scratch Payment monies given to the Supervisor
- Perform other related duties as required and assigned.

MINIMUM QUALIFICATIONS:

High School Diploma or equivalent. Prior cash handling experience preferred.

POSITION FACTORS:

Work in this category involves standing, walking, and prolonged periods of sitting; the employee may be required to lift or pull up to 10 lbs. frequently or 20 lbs. occasionally.

This job announcement is not intended to be all-inclusive. Employee may perform other related duties to meet the needs of the Virgin Islands Lottery.

How to apply:

Email your resume to hr@vilottery.vi attention Verita Carmichael, Human Resources Director