



EXAM BULLETIN

DISTRICT SALES REPRESENTATIVE

SALARY \$3,364 - \$4,089

Final Filing Date

Continuous

Exam Date

Semiannually

Send Application To

California State Lottery
Attn: Margie Gordon
P.O. Box 2630
Sacramento, CA 95812-2630

9LO01-00

Who Should Apply

Persons who meet the minimum qualifications as stated.

This is an open non-promotional SPOT exam.

How to Apply

Submit a completed Exam and/or Employment Application (STD 678). Applications must include "from" and "to" employment dates (month/day/year), time base, official classification title(s), and range(s). Résumés containing additional information may be submitted with the STD 678.

SPOT Locations

Please list only one of the following SPOT locations:

Central Valley – East Bay – Inland Empire
Sacramento – San Diego – Santa Fe Springs
Santa Ana – South San Francisco – Van Nuys

Special Testing Information

If you have a disability that requires accommodation, mark the appropriate box on the STD 678. You will be contacted to make specific arrangements.

Position Description

Under direction of the District Sales Supervisor or Lottery Sales Manager, the District Sales Representative is assigned to a specific geographic area, which is determined by postal zip codes, and serves as the liaison in field contacts between the California State Lottery and approximately 150 predetermined portions of the assigned Lottery in his/her territory each day to maintain direct contact with and provide assistance in the marketing of Lottery products.

Minimum Qualifications

Education: Equivalent to graduation from college with a Bachelors Degree in Business Administration with a minimum of 21 semester units in Marketing. (Additional qualifying experience may be substituted for the required education on a year-for-year basis. A higher level of business degree may be substituted for the Bachelor of Science degree.)

Applicants using education on a full or partial basis to meet the minimum qualifications **MUST** include a copy of their college transcripts with the STD 678.

AND Experience: Two years of wholesale sales experience establishing and servicing accounts.

Additional Requirement

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles must be secured prior to appointment.

Definition of Terms

Wholesale Sales: Selling a product or services to customer(s) who then resell to the consumer.

Establishing and Servicing Accounts: Persons who may be considered as having experience in establishing and servicing wholesale accounts are both those who sell wholesale to retail establishments or small businesses and those who recruit retailers.

Examples of Accepted and Unaccepted Experience

Generally **ACCEPTED** experience includes, but is not limited to, Wholesale Sales Manager, Wholesale Distribution Sales Consultant, and Assistant Wholesale Sales Manager.

Generally **UNACCEPTED** experience includes, but is not limited to, Retail Cashier or Merchandiser, Retail Chain Store Owner or Clerk, Insurance, and Automobile or Telephone Salesperson.

See Reverse of Additional Information

An equal opportunity employer to all regardless of race, color, 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 applications 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.

Knowledge Of

Principles and practices of product marketing and merchandising, utilizing point-of-sale materials and display techniques, wholesale sales and marketing management; public relations; financial record keeping and basic accounting principles; the laws, rules, regulations, policies and procedures governing Lottery operations.

Ability To

Develop sales quotas and marketing plans for retailers; analyze marketing data and recommend a variety of methods to increase sales; make persuasive sales presentations to prospective retailers; maintain good public relations and use tact and good judgment in dealing with licensed retailers, the public and associates; work independently; communicate effectively; conduct meetings and training; set up effective point-of-sale displays; demonstrate the physical strength and dexterity necessary to perform the essential duties of this position.

Special Personal Characteristics

Possession of integrity, honesty, tolerance and tact, maturity and reliability; awareness and acceptance of the various racial, ethnic and cultural differences; a neat personal appearance; willingness to travel and to perform work requiring irregular hours; satisfactory record as a law-abiding citizen.

Eligible List Information

A departmental eligible list will be established for the California State Lottery. Lists are established by competitive exams.

Eligible lists will expire after 12 months, unless otherwise stated on this bulletin. Candidates will only be notified of a change if prior to 12 months from the list date.

In the case of continuous testing exams, names are merged onto the appropriate eligible list in order of final test scores regardless of the date of the test. The resulting eligible list will be used only to fill vacancies in the area that you examine for.

Exam Information

This exam will consist of a Qualifications Appraisal Interview (QAP) weighted 100%. The QAP will consist of a number of predetermined job-related questions.

In order to obtain a ranking on the eligible list, a minimum rating of 70% must be attained in this exam.

Competitors who do not appear for the interview will be disqualified from this exam.

Veterans Preference Points and Career Credits are not allowed for this exam.

General Information

Veterans Preference: California law allows granting veterans preference credit in entrance level open and open, nonpromotional entry level exams requiring less than college graduation and two years of experience. Directions for applying for veterans preference credit are on the Veterans Preference Application (Form 1093) which is available on the internet at www.spb.ca.gov.

Career Credits: Career credits are granted only in open, nonpromotional exams without a SPOT location. Three points are added to the final test score of those candidates who meet the criteria and who pass the exam.

Background Investigation: Pursuant to Government Code Section 8880.38, any successful candidate may undergo a thorough background investigation before employment with the State of California can be obtained.

Felony Disqualification: Pursuant to Government Code Section 8880.71, persons convicted of a felony or gambling related offense are not eligible to be examined for or be appointed to any position with the California State Lottery.

General Qualifications: Candidates should possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

It is the candidate's responsibility to contact the California State Lottery, Employee Selection and Services unit, at (916) 322-5109, four weeks after filing his/her application if he/she has not received his/her notice to appear for the exam. If a candidate's notice of testing fails to reach him/her prior to the date of the exam due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board or on their website at www.spb.ca.gov, local offices of the Employment Development Department and any California State Lottery district office or on our website at www.calottery.com/aboutus/careers.

If you meet the requirements stated on this bulletin you may be eligible to take this exam, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in this exam will be compared to the Knowledge, Skills and Abilities required for this classification. All candidates who pass will be ranked according to their scores.

The California State Lottery reserves the right to revise the exam plan to better meet the needs of the service if the circumstances change under which this exam was planned. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

California State Lottery > Employee Selection & Services Unit > 600 North 10th Street > Sacramento > CA > 95811

Exam Line: (916) 322-5109 > From TDD Telephones: 1-800-345-4275
