

Listing Number: 476-14-05

Starting Wage: \$28.00 to \$30.00 hourly rate

Opening Date: 06/18/2014

Closing Date: Until Filled

(Agency Use): \_\_\_\_\_

STATE AGENCY  
JOB VACANCY NOTICE

POSITION TITLE: Program Specialist V – Steward CLASSIFICATION #: 1574, B21

AGENCY: Texas Racing Commission

ADDRESS: 8505 Cross Park #110 Austin, TX 78754 WORK LOCATION: Grand Prairie, TX

REFER TO: Linda Powell By Appointment: Yes  No  TELEPHONE: 512-833-6699

NUMBER OF OPENINGS: 1 DURATION: Regular  Seasonal/Summer Job

Temporary  Will terminate on \_\_\_\_\_

MERIT SYSTEM: Yes  No  Part Time  Hours/Week 40 hrs

TYPING: N/A  Yes  No  SHORTHAND: N/A  YES  NO

W.P.M. \_\_\_\_\_ No more than \_\_\_\_\_ Errors

TEXAS DRIVER'S LICENSE: Yes  No  Operator  Commercial  Chauffeur

TRAVEL REQUIRED: Yes  No  SHIFTS 1<sup>ST</sup>  2<sup>ND</sup>  3<sup>RD</sup>  Rotating

POSTING APPROVED BY: \_\_\_\_\_ DATE \_\_\_\_\_

Executive Director

GENERAL DESCRIPTION

Commission or other official pari-mutuel racing regulatory body. Must pass a written examination administered by the Commission with a grade of 85 on a scale of 100. Must pass an optical examination conducted no more than 90 days before appointment demonstrating 20-20 vision, corrected, and the ability to distinguish colors. Must be eligible to be certified as a "flat racing steward".

ESSENTIAL JOB FUNCTIONS

- Interpret and enforce the Texas Racing Act and Commission rules and determine all questions, disputes, complaints, or objections relating to racing matters in accordance with applicable laws.
- Issue decisions relating to the conduct of a race or race meeting.
- Review applications for occupational licenses submitted at a racetrack and make decisions regarding the issuance of certain licenses.
- Oversee the conduct of live races and decide the official order of finish, including determining whether a horse should be disqualified.
- Oversee the taking of entries and supervise all scratches.
- Prepare reports of all actions taken and observations made during each day's race program.
- Monitor performance of race officials at each race meeting.
- Serve as field team leaders for TxRC staff assigned to work the race meeting, monitoring performance and providing guidance regarding rule interpretation as necessary.
- Conduct adjudicatory hearings and impose penalties for unethical practices or violations of racing rules, consistent with commission policy and guidelines.
- Serve as primary liaison with racetrack management regarding conduct of live racing, to resolve problems and ensure compliance with applicable legal requirements.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of all aspects of pari-mutuel racing.
- General knowledge of administrative procedure as it relates to the conduct of disciplinary hearings.
- Ability to communicate effectively with persons of various educational and skill levels.
- Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; and to prepare concise reports.

DISCLOSURE:

All Commission employees must undergo a criminal history background check. The Texas Racing Act contains additional provisions that set out causes for rejection of employment. (Will be provided upon request.)

HOW TO APPLY

Submit a State of Texas Application for Employment referencing the above position number and title by to: Texas Racing Commission, Attention: Linda Powell, P. O. Box 12080, Austin, TX 78711-2080. You may request an application from the Commission office at 8505 Cross Park Drive, Suite 110, Austin, TX 78754, phone (512) 833-6699, fax (512) 833-6907 or visit our web site at <http://www.txrc.texas.gov>

Resumes may be submitted in addition to, but not in lieu of, the employment application.

MINIMUM EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university is preferred. Experience may substitute for degree. Extensive experience as an official at a race meeting recognized by the