

OKLAHOMA HORSE RACING COMMISSION

JOB DESCRIPTION **LICENSE CLERK**

DEFINITION

Under the direct supervision of the Licensing Supervisor, the License Clerk, a full-time employee, acts as the Commission's representative during the license application process at the racetrack.

EXAMPLES OF WORK PERFORMED

Provides instruction and supervision for individuals in the process of completing an application for occupation license.

Assists in verifying identification of all license applicants through the inspection of documents as to identity, proof of age and proof of citizenship.

Reviews all license applications for completeness, legibility and proper response to questions.

Assists in fingerprinting and photographing of applicants.

Provides for notarization of license applications.

Process license application payments and reconciliation documentation.

Performs additional miscellaneous duties as assigned to support the agency's mission.

KNOWLEDGE AND SKILLS

General knowledge of Commission rules, racing and gaming procedures and occupation licensing procedures.

General knowledge of basic office procedures and practices to include spelling, punctuation, grammar and basic arithmetic.

Accurate typing skills at minimum of 40 WPM, data entry and calculator skills.

Knowledge of common office software, including Microsoft Word.

Considerable skill in dealing with the general public in various and sometimes difficult situations while maintaining courtesy and diplomacy.

Ability and willingness to follow written and oral instructions and work independently.

EDUCATION

High school diploma or equivalent.

Work experience acceptable to the Commission.

PREFERENCE

Bi-lingual [Spanish speaking].

SPECIAL REQUIREMENTS/PROHIBITIONS

Weekend and some Holiday work will be necessary. Some in-state travel is required.

The successful applicant must be fingerprinted and checked through the OSBI and FBI as a part of a standard background investigation which includes the Commission contacting the applicant's prior employers and available references. Applicant must be willing to take a polygraph test, if requested.

Commission employees are prohibited from wagering on any horse race over which the Commission has jurisdiction and are prohibited from owning in whole or in part any horse which races at a Commission-licensed racetrack.

Required to work other duties as assigned.

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